



# Net Carbon Zero Project Manager

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## Role and personal specification

### Role context:

Our commitment to NCZ (and therefore the creation of this post) reflects the Church's vocation to be good stewards of creation, as outlined in the fifth mark of mission.

"To strive to safeguard the integrity of creation and sustain and renew the life of the earth."

### Role Purpose:

The purpose of this role is to strategically enable the diocese to achieve Net Carbon Zero by 2030. The postholder will:

- Develop a Net Carbon Zero Action Plan to detail the actions and timescales for the work necessary to achieve Net Carbon Zero.
- Gain approval of the Action Plan by Diocesan Synod in July 2024.
- Oversee implementation of the Action Plan once approval is gained.

### Key Responsibilities:

- To take the lead on the development of a strategic plan for how we will approach the ambition for net carbon zero by 2030, ensuring that relevant resources, timetable and plans are put together to enable its practical implementation. This plan will align with the national CofE Routemap to Net Carbon Zero.
- To continue existing work to encourage and support the use of the Energy Footprint Tool (EFT) across the diocese.
- To oversee the collection of currently available data to create initial carbon baseline. This will include data from church buildings, diocesan offices, clergy housing, other owned property, some school buildings, and work-related staff travel.

- To work closely with other diocesan officers (especially in Property, Education and Diocesan Advisory Committee) to enable them to use their portfolio to advance progress towards Net Zero.
- To lead on the development of an approach to reduce the baseline through a combination of practical schemes and approaches for the reduction in energy use in parishes, schools and Lichfield Cathedral; the reduction in carbon footprint for diocesan housing; opportunities for carbon offsetting including use of Glebe Land and a series of trials and pilots that can inform later stages of the plan.
- Working with key stakeholders, produce a staged and phased approach to 2030 and beyond; with a forecast on the year-by-year reduction in carbon footprint that is likely to be achieved; the required increase in energy use from renewable sources for a yearly reduction in carbon emissions; identify options to offset.
- To assess the cost and resources required to support each stage; identifying grant funding sources; accounting for current and potential government schemes; identifying opportunities for savings.
- To produce a timed plan, recognising that there will be increased certainty for earlier stages; the relative merits of phasing models which adopt offsetting at different rates.
- Assess the various options for offsetting; the cost/benefit of local opportunities; identifying hindrances of local offsetting.
- Access regional and national church Net Zero project networks in order to learn from and share knowledge, experience and expertise.
- Liaise with Lichfield Cathedral team to encourage an aligned approach and shared learning.
- Deliver specific projects designed to support parishes in relation to net zero carbon including facilitating energy audits for Parochial Church Councils (PCCs) and providing advice and support on options, permissions and funding.
- Working with colleagues in the DAC and Property teams, respond to the growing number of inquiries and requests from clergy and parishes for guidance on net carbon zero policy.
- Support specific projects designed to support an individual parish or deanery and advise on fundraising opportunities.
- Administer grant-funding streams allocated to the diocese from national resources and made available from diocesan resources.
- Actively engage with the national NCZ Programme.

## Person specification

### General Requirements

- Be committed to the net carbon zero target and passionate about the environment.

### Experience

- Working successfully with colleagues across departments or teams.
- Confident and competent in leading initiatives and groups.
- Working with numerical, technical, and financial data.
- Prioritising work around long term aims.
- Working confidently with a wide range of internal stakeholders

### Technical

- Confident and competent working with IT systems, particularly Outlook, Word, PowerPoint and Excel.
- Excellent written and verbal communication, especially being able to communicate complex, technical information to a range of audiences, both technical and non-technical.
- Be task focused and strategic.
- Able to understand multiple large and complex data sets.
- Excellent attention to and understanding of detail.
- Rational and logical when making decisions and taking action.

### Personal Requirements

- Committed to and confident in the aims and ethos of the Diocese of Lichfield and of the mission and ministry of the Church of England.
- Self-motivated and able to work under own initiative.
- Collaborative and positive and can understand the varying pressures on our stakeholders particularly parishes.
- Ability to work well under pressure.
- Excellent time-management skills.

## Main Terms and Conditions

- Term:** This is a three-year fixed term contract
- Hours of Work:** 35 hours per week.  
Overtime is not paid; but time off in lieu will be available.
- Salary:** £40,000
- Pension:** Defined Contribution Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 12% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution which will be matched by the Diocese up to a further 3%.
- Holidays:** 25 days per calendar year plus bank holidays  
  
The holiday year runs from 1 January to 31 December.  
Additional discretionary days are given at Christmas.
- Place of work:** Hybrid arrangements are in place so two days a week at St Marys House, The Close, Lichfield and three days working from home.
- Expenses:** All reasonable working expenses will be met at the agreed diocesan rates.
- Probation:** This post will be subject to a probationary period of three months.

For an informal discussion with the Diocesan CEO please contact Jo Durber:

[jo.durber@lichfield.anglican.org](mailto:jo.durber@lichfield.anglican.org)

**Closing date:** 3 May. Please send completed application forms to:  
[jo.durber@lichfield.anglican.org](mailto:jo.durber@lichfield.anglican.org)

**Interviews:** Week beginning 28 May