



Net Zero Carbon Manager

- Location:** Hybrid. Lichfield Diocesan Office / home with travelling across the whole diocese
- Responsible to:** Strategy Programme Director
- Salary:** £40,000 plus employer pension contribution of 12% and Life Assurance. 25 days annual leave, plus 3 additional diocesan days set annually and statutory bank holidays
- Hours:** 35 hours per week with some evening and weekend working required
- Contract:** Initially fixed term contract for one year but with the possibility of extending this subject to further funding which will be confirmed later in 2025

Diversity Statement

As an equal opportunities employer, we particularly welcome applications from UKME / GMH candidates.

Role Context

The Church of England is committed to being net carbon zero by 2030. General Synod voted in February 2020 for the whole of the Church of England to achieve net zero carbon by 2030. The vote recognised that the global climate emergency is a crisis for God's creation and a fundamental injustice.

A plan setting out how to get to net zero carbon, called the Routemap, was approved by General Synod in July 2022. Alongside and in support of the Routemap, Lichfield Diocese adopted its own Net Zero Carbon Plan in November 2024.

Lichfield Diocese consists of:

Churches	550	Clergy Housing	300
Offices	1	Cathedrals	1
Schools	206	Retreat Centres	2

Role Purpose

The purpose of this role is to provide leadership as we continue to move from the planning phase of our work to implementation, in accordance with the Church of England's Routemap to Net Zero Carbon and the Diocesan Net Zero Carbon Plan. We have already made good progress. However, there is much more to do, and the post holder will work with other stakeholders to progress Net Zero Carbon work across the diocese including churches and halls, schools, clergy housing and our central teams.

Key responsibilities

- monitor, implement and update the Net Zero Carbon Action Plan and report back to Diocesan Synod as appropriate
- lead on the implementation of the diocesan Net Zero Carbon Action Plan and milestones within the national Routemap
- ensure consistency between national and local communication around Net Zero Carbon
- develop and resource networks of specialists and champions to support the delivery of change
- lead and encourage diocesan wide engagement, winning hearts and minds, and being an advocate for the importance of this work

Main activities and responsibilities

Churches

- be a strategic link with the Diocesan Advisory Committee (DAC) Heating and Lighting advisors
- develop relationships with external technical consultants with a view to being able to link parishes with reasonable and proportionate services that are considered acceptable to the DAC and the Diocesan Chancellor
- respond to enquiries and requests from parishes for guidance on Net Zero Carbon and support the implementation of individual parish or deanery projects

Schools

- understand the remit and scope of what the diocese is, and is not, able to influence in relation to school governance and budgets
- working with the diocesan Schools Estate Manager, encourage realistic carbon reductions that will be welcomed as achievable

Clergy Housing

- support the diocesan Property department to improve the energy efficiency of clergy properties, working within budget restraints and being open to any grant opportunities that may be made available
- raise awareness and understanding of solutions to reduce energy use and carbon emissions with occupants of houses provided by the diocese

General

- contribute to the ongoing work of the diocesan Net Zero Steering Group
- be the diocesan lead for the Net Zero Carbon Demonstrator projects
- identify opportunities to offset emissions through innovative uses of our Glebe holding

Key relationships

The post will be line managed by Strategy Programme Director and will work alongside the Diocesan Environmental Officer

Other key relationships will include:

- The Chief Executive Officer, departmental heads, and staff at St Marys House, and particularly the Finance Director, DAC Secretary, Head of Property Services, and the School Estates Officer
- The Diocesan Surveyor, the Church Buildings Support Officer and the Project Support and Church Buildings Officer
- The Bishops and Archdeacons
- Area Deans, Lay Chairs, Parish Clergy and Churchwardens

Training, Monitoring and Evaluation

The post holder will participate in six-weekly reviews of progress and an annual review.

All necessary training around Safeguarding, GDPR and Equality and Diversity and Inclusion will be provided.

Disclaimer.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive.

Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may

reasonably be expected within the scope and grading of the post and according to the needs of the Organisation.

Person Specification

Attributes

A person who:

- understands the Church of England, its organisation, and structures
- is committed to the Net Zero Carbon target and passionate about the environment
- sees how wider environmental issues may impact our diocese moving forward

Experience

A person with experience of:

- identifying and implementing practical Net Zero Carbon solutions in real life situations
- the management and conservation of buildings
- leading initiatives and groups
- working as a team player, demonstrating excellent interpersonal skills and a collaborative style of working

Skills and Abilities

A person who has:

- good understanding of working with a range of building types to improve their energy efficiency
- excellent written and verbal communication skills, with the ability to tailor messages to different audiences
- a strategic and task focussed approach and excellent attention to and understanding of detail
- the ability to work with numerical, technical and financial data.

Personal

A person who is:

- sympathetic to the aims and mission of the Church of England
- able to work effectively with a variety of individual and groups understanding the varying pressures on our stakeholders
- self-motivated and able to work well under pressure
- the holder of a current driving licence and with access to their own vehicle.

It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted.

To arrange an informal discussion with the Strategy Programme Director please contact Helen Scheven: helen.scheven@lichfield.anglican.org

Closing date for applications: 28/02/2025

Interviews week beginning: 09/03/2025

Please send completed application pack to: helen.scheven@lichfield.anglican.org