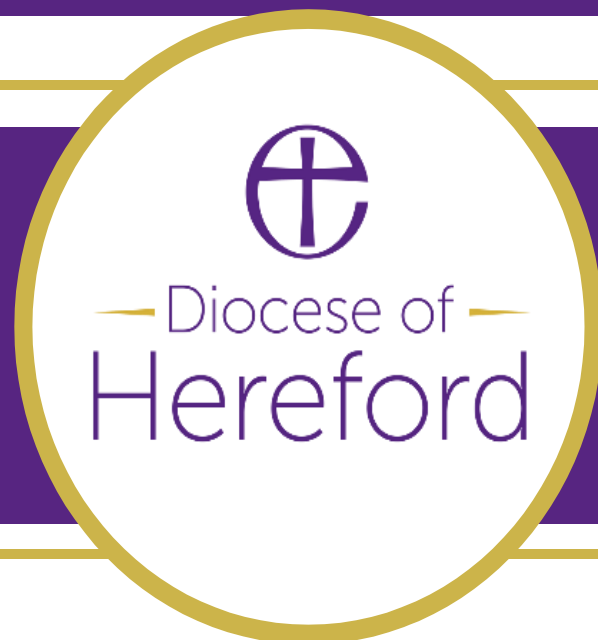


## Job Description:

### Net Zero Carbon Project Manager - Schools



#### Job Purpose:

This role will be part of a regional partnership between Hereford, Worcester and Gloucester Dioceses working towards reaching Net Zero Carbon by 2030. The three postholders will work closely together, each taking a specialism that is offered across the region, as well as more general oversight of decarbonisation in the diocese where their post is based. We are aiming for leadership on Schools, Church buildings and Clergy Housing. This role, based within the Diocese of Hereford, is taking the regional lead on Schools.

This role is going to be split with 60% Schools work - further split to 20% per Diocese and 40% working within Hereford Diocese on net zero projects – with a total of 60% of the overall work being for Hereford Diocese.

#### Accountabilities:

- Work closely with the Education team in all three Dioceses.
- Work with Schools that are in scope under the CofE Net Zero plan, their headteachers and other staff.
- Offer advice on projects designed to support schools in relation to net zero carbon, such as energy audits, insulation improvements and other options to reduce carbon emissions.
- Work flexibly as needed with external school's net zero support consultants – Mantis Energy for Worcester and Hereford and Inspired Efficiency for Gloucester.
- Work alongside the property team to support them with Net zero work in churches and clergy housing.
- Work as part of the regional Net Zero Project Managers team led by the Worcester Net Zero Project Manager.
- Work with Mission Enabler – Environmental on delivering of resources developed by national team.

#### Diocesan Level (working outside the regional school's brief with colleagues and structures in Hereford diocese)

- To take the lead on the project to develop and document a strategic plan for how the Diocese will fulfil the local Diocesan and national Church of England ambition for net-zero by 2030, ensuring that relevant resources, timetable, and plans are put together to enable its practical implementation.
- Devise and facilitate implementation of a management plan to ensure year-on-year reductions in greenhouse gas emissions. This will be part of a staged and phased approach to 2030 and beyond, with a forecast of year-by-year achievable carbon reductions and will recognise that there will be increased certainty for the earlier stages.
- To ensure that the plan remains a dynamic document, and is updated as required, according to both national and Diocesan policy developments.
- To support in developing practical schemes and approaches for the reduction in energy use, working alongside colleagues who hold the other specialism roles, developing a series of trials and pilots that can inform later stages of the plan.

- To assess the cost and resources required to support each stage through an assumption based approach, identifying grant funding sources; accounting for current and potential government schemes; identifying opportunities for savings and economies of scale.
- To work with the carbon net-zero working group to collate and produce an annual report on carbon emissions, for consideration by Diocesan Synod and relevant staff working groups in the DBF and DBE. This will work from existing data and baseline, building from the baseline year by year to document reduction. As part of this process, the postholder will identify the sources of carbon emissions and develop a methodology for the collection of emissions data.
- To work with colleagues in areas where net zero planning intersects with Eco Church and Eco Diocese.
- To begin to identify options to offset, in ways which offer genuine carbon reduction.
- To function as an expert on net zero carbon, responding to colleagues, members and external stakeholders.
- To undertake any other reasonable tasks, relevant to the post.
- Lead on promoting EFTs.
- Lead on funding opportunities such as demonstrator projects.
- To advise on decarbonisation of Diocesan Offices and lead on projects alongside colleagues.

### **Regional (working within the regional school's brief and with regional colleagues)**

- To lead in an area of particular responsibility across the region (schools)
- To provide environmental guidance and technical support in the area of specialism (schools), to ensure that Diocesan staff and Schools maintain compliance with legislation and enhance environmental performance. This may include conducting audits, applying for permits and licences, advising on legislation, producing environmental procedures and documentation.
- To share particular expertise that is brought to the role, such as securing funding, or communicating net zero pathways, across all three Dioceses.
- Contribute the postholder's specialisms and skills in collaborative work with the wider West Midlands region, sharing learning and contributing to joint projects that have local and regional benefit.
- This expertise will be offered for a day a week equivalent to each Diocese including the 'home' Diocese.

### **National**

- To participate in the central network of others in similar roles in order to keep aligned with the central Church of England planning towards the 2030 target.
- Staying up to date with resources and funding opportunities shared through the national NZC Resource Hub, bringing them to the attention of relevant colleagues, and responding to national consultation requests.
- Respond to key national consultations by consulting with Schools in scope, facilitating collaborative workshops and roundtables and leading written responses.

### **Note:**

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the three Dioceses in the partnership.

### **Occupational Requirement:**

Under the Equality Act 2010 there is no Occupational Requirement that the post holder must be a committed Christian, however given the nature of the organisation and the role the post holder must be sympathetic to working with people of faith and the ethos of the Church of England.

## Special Features

### Key working relationships:

#### Internal:

Diocesan Secretary, Comms team and other Diocesan staff.

Senior staff

Mission Enabler - Environmental

Net Zero working group

The other two postholders across the region.

#### External:

All Diocesan stakeholders

External consultants – Mantis Energy and Inspired Efficiency

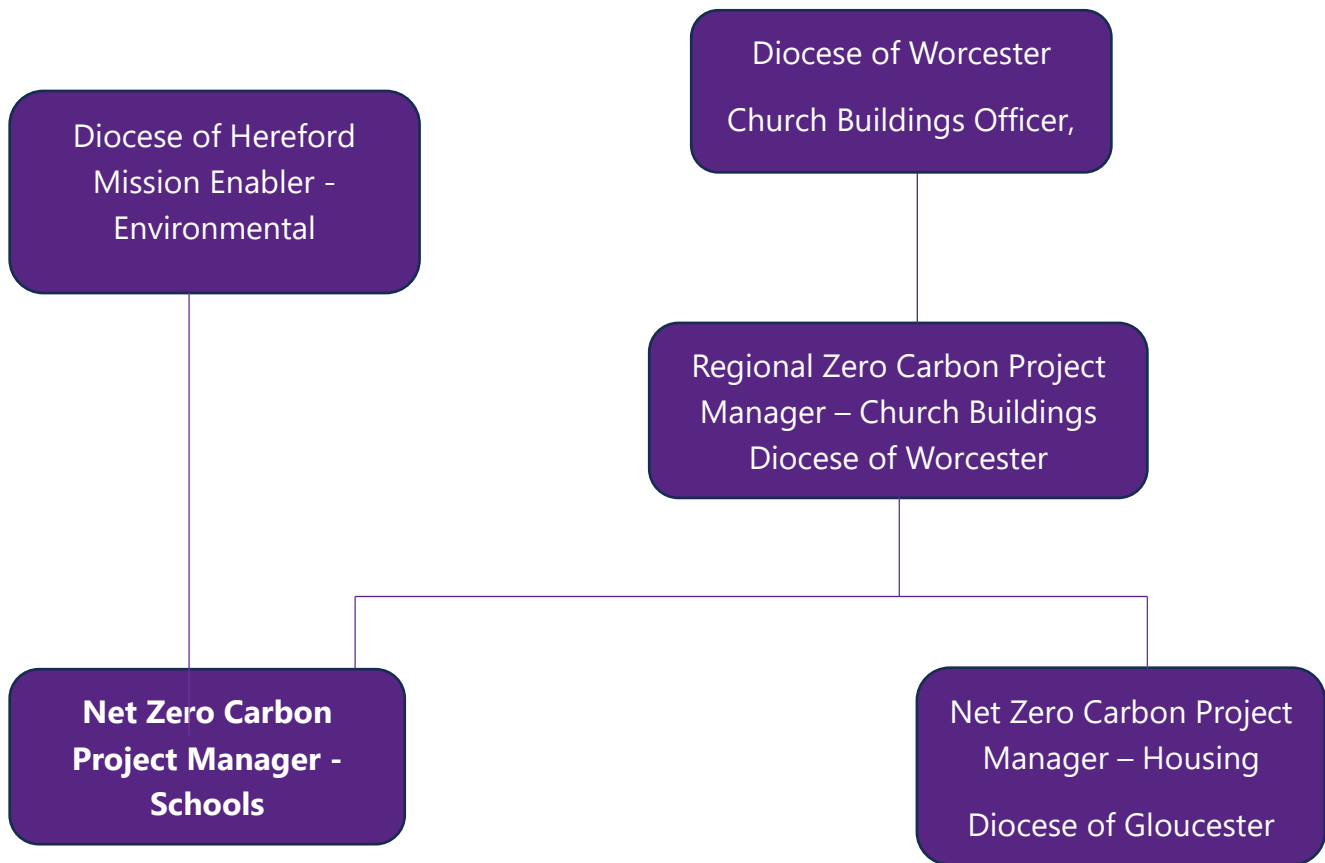
The national CofE Net Zero team and other national bodies as necessary

Headteachers (for schools)

People undertaking similar roles in other dioceses

Local Net Zero partnerships

## Organisation Chart



The role itself will have 2 line managers:

For Diocese of Hereford the role will report to the Mission Enabler – Environmental – This will be for HR purposes such as holiday requests, sickness, 1-2-1's and Appraisals.

For Diocese of Worcester the role will report to the Regional Net Zero Carbon Programme Manager – This will be for work and the project purposes.

### DBS

Given the nature of the role an enhanced DBS check is required.

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**Qualifications & Experience**

AREA	ESSENTIAL	DESIRABLE
<b>Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent)</b>	Proven practical experience in the management, development, and conservation of the built environment with a focus on sustainability.	Sustainability project management or building services professional with sustainability focus or relevant degree or professional qualification/s in heritage sustainability management.
<b>Type of Experience required</b>	<p>An understanding of and commitment to working with a range of building types, to improve their energy efficiency and work towards Net Zero Carbon.</p> <p>Expertise or transferrable expertise in a particular building type.</p> <p>Knowledgeable and passionate about environmental issues and climate change.</p> <p>Experience in successful problem solving, project management and securing grant support.</p> <p>Experience in transformative education work.</p>	<p>Experience of securing funding.</p> <p>Experience of taking an organisation through culture change.</p> <p>Experience of working in or with school buildings.</p>

## Competencies

ESSENTIAL	DESIRABLE
<p>Ability to work with others to formulate and consolidate strategy in an area which is a significant new challenge.</p> <p>The capacity to build relationships with colleagues, clergy and volunteers, and other stakeholders.</p> <p>Excellent skills in leadership, negotiation, presentation, written and visual communication.</p> <p>Strong interpersonal skills, to help persuade and influence colleagues and schools of the importance of working towards Net Zero Carbon for Schools.</p> <p>The ability to engage with the wider community in the meeting of the key objectives.</p> <p>Team player and good collaborative skills .</p> <p>Flexible, adaptive and responsive to changing working needs.</p> <p>Self-motivated.</p> <p>The ability to prioritise tasks.</p> <p>The capacity to work and make decisions with a high level of personal discretion.</p> <p>Ability to work to deadlines and stay calm under pressure.</p> <p>A clear interest in supporting schools to be sustainable environmentally and in their use for worship and outreach within their local communities.</p> <p>A willingness to pro-actively contact individuals and request items required to meet a deadline .</p> <p>Able to work without detailed guidance and close support.</p> <p>Has a full valid driving licence and/or other methods of transport.</p> <p>Sympathetic to/supportive of our strategy, aims and objectives.</p>	