**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Diocesan Environmental Officer |
| **GRADE:** | Grade 6 - £36,287 |
| **ACCOUNTABLE TO:** | Business Services Manager  |
| **HOURS:** | Full time, 35 hours per week |
| **LOCATION:** | The Diocesan office - Cuthbert House, Stonebridge, Durham, DH1 3RY. The organisation is currently adopting a hybrid working approach which may allow flexibility around some home working. |
| **JOB SUMMARY:** | The vision of the Diocese is 'Blessing our communities in Jesus' name for the transformation of us all'. One of our four Diocesan priorities is ‘Caring for God’s Creation’, and the Diocese has registered as an Eco-diocese as part of a scheme managed by the charity ‘A Rocha’ to develop this priority. This role will develop and co-ordinate the implementation and delivery of the diocesan environmental strategy, with particular reference to the Church of England Routemap to Net Zero 2030, following the diocese’s recent commitment to developing a decarbonisation plan by November 2023. |
| **KEY RELATIONSHIPS:** | Environment Champions and Environment Priority LeadMission, Discipleship and Ministry (MDM) team.Bishop’s Leadership TeamProperty TeamJoint Education TeamBuildings for Mission Secretary and Diocesan Advisory CommitteeCommunications TeamClergy and lay leaders |

**Main Duties and Responsibilities:**

1. Develop and co-ordinate the implementation of a Diocesan Environmental Strategy building on the ‘Caring for God’s Creation’ priority, taking forward national church recommendations including the Routemap to Net Zero: <https://www.churchofengland.org/sites/default/files/2022-09/RoutemapToNetZeroCarbonFinal.pdf> .
2. Support and enable diocesan leadership and leaders of churches and church schools in promoting the ‘Caring for God’s Creation’ diocesan priority through development of the volunteer network of Environment Champions and facilitate the creation of a Net Zero Carbon working group with senior diocesan representation. Work with the communications team to promote events and resources associated with this priority through the diocesan website, bulletins, social media and other channels.
3. To develop a costed decarbonisation plan for Net Zero 2030 with reference to the Practical Path for Net Zero for approval at Diocesan Synod in November 2023. Review capacity and identify limitations which need to be addressed in order to achieve this commitment.
4. Develop diocesan reporting of carbon emissions, including promotion of the Energy Footprint Tool for churches and the Energy Toolkit for schools.
5. Liaise with A Rocha and Environment Champions to raise awareness and encourage the registration of local churches for the Eco Church scheme. Support local churches in their engagement with Eco Church scheme.
6. Develop a Net Zero Carbon Action Plan for the Diocesan Office.
7. In liaison with the relevant diocesan staff teams, support PCCs, Church schools and other church bodies (including Durham Cathedral) to undertake carbon reduction measures through sharing of expertise and experience, raising awareness of funding sources and other means.
8. Identify key local and regional partners to share understanding and identify opportunities for closer working on environmental sustainability plans and projects eg Local councils
9. Liaise with Environment Champions, counterparts in other dioceses and in national networks to share expertise and experience, and promote this within the diocese in conjunction with the Communications Team.
10. Liaise with MDM team members where *Caring for God’s Creation* intersects with other diocesan priorities.
11. Report progress in both quantitative and qualitative terms to diocesan leadership and governance.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work the post-holder must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, they must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for their health, safety and welfare.

**Confidentiality**

The post-holder must not pass on to unauthorized persons, any information obtained in the course of their duties without the permission of their line manager.

**Safeguarding**

If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Adviser (DSA).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder becomes aware of a breach or potential breach of our commitment and policy regarding equality, diversity and inclusivity, they should report it immediately to their line manager.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on your application form.

**A Application Form**

**I Interview**

**A / I Application Form / Interview**

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| **Ref:** | **Criteria** | **Essential /** **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Educated to degree level or equivalent. Project management qualificationsBuilt environment/engineering/surveying qualifications.  | EssentialDesirableDesirable | AAA |
|  | **EXPERIENCE** |  |  |
| 23 | Experience in working with and building good relationships with partner organisations.Experience of managing complex projects with a wide range of stakeholders, including monitoring, and reporting on progress.Experience and understanding of the structures of the Church of England.Experience in planning decarbonisation of buildings.  | EssentialEssentialDesirableDesirable | A/IA/IA/IA/I |
|  | **SKILLS & APTITUDES** |  |  |
| 45678 | Ability to establish and maintain positive and mutually beneficial working relationships with key stakeholders.Excellent effective and persuasive written and oral communication skills, including presentations and report writing to suit different audiences.Effective and efficient organiser able to pay attention to detail, and to ensure completion and delivery of projects.Skilled problem solver, able to investigate and breakdown underlying issues and identify potential implications.Self-belief and self-awareness, ability to maintain confidence when faced with scepticism and to present arguments for change in a compelling and positive way. | EssentialEssentialEssentialEssentialEssential | A/IA/IA/IA/IA/I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
|  | Comfortable with use of IT including MS Office.Able to travel widely around the diocese and occasionally further afield, with occasional attendance at evening and weekend meetings.Sympathetic to the aims and ethos of the Church of England.An understanding of Christian perspectives on the environment, and the ability to help others relate Christian belief to practice in this area. | EssentialEssentialEssentialDesirable | AAAA/I |