

## **Net Zero Carbon Fundraising Officer for the Dioceses of Peterborough and Leicester**

### **Purpose of the Post:**

To support the dioceses' staff teams and parishes to secure funding to deliver Net Zero Carbon (NZC) projects and initiatives, and to contribute to the governance infrastructure, culture and capability across the dioceses of Peterborough and Leicester to further the NZC ambition of the dioceses.

**Accountable to:** Diocesan Net Zero Carbon Programme Manager for Peterborough and Leicester

**Member of:** Diocesan Net Zero Carbon Operational Group for Peterborough and Leicester

### **THE CONTEXT, OPPORTUNITIES AND CHALLENGES OF THIS ROLE**

In response to the global environmental crisis, the Church of England has set an ambitious goal to become net-zero carbon (NZC) by 2030 and has developed a road map with clear milestones for achieving this goal.

The Environmental Policies of the Dioceses of Leicester and Peterborough include commitments to become NZC and nature positive, and our Net Zero Action Plans will help set the priorities for the NZC Programme Manager role. The scope of the Dioceses' NZC commitments includes their living, growing network of churches, chaplaincies and schools covering Northamptonshire, most of the city of Peterborough and the Counties of Rutland and Leicestershire. The total population of the two dioceses is about 2 million. Achieving and sustaining NZC is complex and challenging as it requires support and guidance across these varied entities, which are sustained through the generous giving of the communities in the dioceses.

In order to ensure the Dioceses of Peterborough and Leicester play their part in achieving the Church's wider national objective, the Peterborough Diocesan Board of Finance (PDBF) and Leicester Diocesan Board of Finance (LDBF) have adopted the NZC ambition and are currently developing diocesan plans to help deliver NZC by 2030 and beyond. The work will include the delivery of practical initiatives alongside a wider cultural change to embed environmental action across the Dioceses.

The Peterborough and Leicester Diocese Net Zero Carbon (NZC) Fundraising Officer will be instrumental in accessing funding streams to assist central diocesan teams, parishes and Cathedrals with their work in delivering the required NZC objectives. The post holder will support the Programme Managers to help drive the cultural change needed to sustain NZC beyond 2030. The dioceses have gained national Church of England funding to support this role until the end 2025.

## **KEY RELATIONSHIPS**

The post holder will hold key relationships with staff across all diocesan teams responsible for supporting parishes, and also other Diocesan departments including (but not limited to) Finance, Communications, Diocesan Advisory Committees and Church Buildings Teams. Cathedral and Regional and National colleagues

## **MAIN RESPONSIBILITIES**

- Seek out fundraising opportunities across a range of funding bodies, including local businesses.
- Support diocesan staff in drafting and submitting funding applications as required
- Support parishes in identifying suitable funders and provide advice on writing grant applications
- Responsible for researching and identifying sources of funding from grants and foundations (particularly local and regional). Keep records updated including using grant funding databases.
- Liaise with local authorities to explore collaboration for funding for churches

Working with the Net Zero Carbon Programme Manager to:

- Promote and administer the Diocesan and National NZC Grants schemes.
- Deliver training and surgeries online and face to face to upskill parish representatives in NZC funding opportunities and application skills
- Assist parishes to develop local fundraising plans, including digital fundraising
- Explore with parishes how their buildings can be used as community assets in order to secure funding

Working in Collaboration with the Historic Churches Officers and Diocesan Advisory Committee to:

- Identify churches undertaking works requiring a faculty and who need to apply for grant funding and fundraising in the community.

- Identify groups of churches with thematically linked projects that may be able to apply collectively for funding.

#### Communication, training and support

- Support the development of a programme of regular communication to parishes on funding opportunities
- Work in collaboration with the Diocesan Communications Team to keep the website and diocesan online resources platform (digital learning platform) updated with key information.
- Build good working relationships with clergy and lay people throughout the differing church traditions in the Diocese.
- Maintain external links with the Regional and National Giving Advisor Network and other organisations.

### PERSON SPECIFICATION

	Essential	Desirable	Tested
<b><u>Qualification (s)</u></b>			A=Application Form I = Interview
A degree or equivalent level of education or similar relevant experience	x		A
Ability to travel across both dioceses	x		A
<b><u>Knowledge and Experience</u></b>			
Knowledge of current environmental and climate change issues and skilled in identifying carbon emission reduction solutions in real life situations.		x	AI
Have an awareness of the Code of Fundraising Practice	x		AI
Experience in a Christian Stewardship and /or Fundraising role		x	AI
Experience of giving advice on running successful funding campaigns	x		AI
Experience in seeking and applying for funding from grant making bodies	x		AI
Experience in financial accounting, treasurer responsibilities and charity law		x	AI
Experience of co-ordinating, planning, designing and leading training sessions aimed at a variety of audiences	x		AI
Strong IT skills, including good working experience of Microsoft 365	x		AI

applications including Sharepoint. Experience of using databases, analysing data and producing summary tables and graphs; an understanding of the range of digital giving technologies available to churches			
Previous experience of working in the voluntary sector.		x	AI
Experience of working collaboratively, a strong team player, demonstrating good interpersonal skills.	x		AI
A good understanding of the Church of England Structures		x	I
<b>Personal Qualities</b>			
The ability to communicate in a clear and lively manner both in writing and verbally	x		I
Strong IT skills, including good working experience of Microsoft 365 applications including Sharepoint. Experience of using databases, analysing data and producing summary tables and graphs; an understanding of the range of digital giving technologies available to churches	x		AI
Highly organised, able to work to tight deadlines and manage conflicting priorities	x		AI
Ability to deal sensitively and diplomatically with a range of people with a well developed understanding of diversity and cross-cultural dynamics	x		AI
Good influencing and negotiating skills ; adaptable, resilient, able to deal with conflict professionally.	x		I
A willingness to work occasional evenings and weekends if required	x		A
Ability to maintain a high level of confidentiality	x		I
Understanding of, and an ability to develop, good relationships and work with representatives of the churches in the Diocese regardless of their church traditions	x		AI
A competent problem solver of operational issues, with a proactive, commercially sound and solution oriented approach.	x		AI
A sound understanding of the Equality Act 2010 and GDPR 2018	x		AI

Sympathetic to the aims of the Church of England.	x		AI
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## FURTHER DETAILS

The post covers both the Peterborough and Bouverie Court Offices of the Peterborough Diocese and the St Martins House Office of the Leicester Diocese as well as both Cathedrals. Agile working will be supported.

There may be occasional evenings and weekends work as required, for example to present at Church events.

**Pay:** £30,000 pa

**Pension:** Non-contributory scheme (equivalent to 10% of salary)

**Hours:** 35hrs per week worked across both dioceses (2 years fixed term)

**Holidays:** 25 days pa

Probationary Period of 3 months