# **NW Regional Net Carbon Zero Fundraising Officer**

## **Background**

We are looking for a new full-time, 18-month fixed term Funding Officer to work with the leadership teams and parishes in the Dioceses of Blackburn, Carlisle and Manchester in identifying funding opportunities towards delivering net carbon zero projects.

In line with the Church of England’s Routemap to Net Zero Carbon (NZC), the Dioceses of Blackburn, Carlisle and Manchester are collaborating on the joint ambition to achieve net zero carbon by 2030 across our diocesan estates. To deliver this ambition, a detailed net zero carbon programme has been developed is being implemented to decarbonise the 916 churches, 495 schools and over 600 domestic properties for clergy within the three dioceses.

Whilst the national Church of England is financially supporting the extensive programme of net carbon zero work, there are other statutory bodies, companies and national/regional/local charitable trusts that are willing to financially assist with net zero (and other environmental improvement) activities.

We are seeking an experienced Funding Officer to work alongside the three diocesan NZC teams and Giving Advisors to build relationships with regional statutory and other funders of net zero activities and support both the diocesan and parish leaders in making applications to grant making bodies. This post is funded by the Church of England Net Zero Capacity Building Fund for a period of 18 months. Therefore the contract will be a fixed-term of 18 months.

**Job Title:** NW Regional Net Zero Carbon Funding Officer

**Hours:** full-time 35 per week

**Term:** Fixed term 18 months

**Reporting To:**  Net Carbon Zero Senior Project Manager

**Key Relationships:** Diocesan Environmental and Net Carbon Zero Officers,

Diocesan Church Buildings Teams and Diocesan Advisory Committees

Incumbents, Churchwardens, Treasurers,

Diocesan and National Giving/Stewardship Advisors,

National Net Carbon Zero team

Statutory and third-sector funding providers’ key decision makers

**Salary:**  £34,119

**Base:** Home-based with hybrid working at Blackburn Diocesan Offices, Clayton House, Guide, BB1 2QE

**Job Purpose:**

* To support Diocesan staff teams and parishes to secure funding to deliver net zero carbon (NZC) projects and initiatives
* To contribute to the infrastructure, culture and capability across the dioceses in furthering the NZC ambition particularly of the three dioceses but also the Church of England across the wider north west region.

**Key Responsibilities:**

* Support diocesan staff in drafting and submitting funding applications as required eg for diocesan offices, retreat houses and clergy houses
* Support parishes in identifying suitable statutory and third-sector funders and provide advice on writing grant applications
* Responsible for researching and identifying sources of funding from statutory and third-sector providers of grants and foundations (particularly local and regional).
* Keep records updated including using grant funding databases.
* Liaise with local authorities, relevant statutory bodies and local grant making trusts to explore collaboration for NZC/environmental funding for churches, diocesan offices, retreat houses and clergy houses, creating and building effective productive relationships

**Working with the Regional NZC Senior Project Manager:**

* Promote Diocesan and National NZC Grant/Loan schemes, particularly with churches in receipt of nationally funded carbon reduction/energy plans or national demonstrator projects
* 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

**Communication, training and support**

* Support the development of a programme of regular communication to parishes on net zero carbon funding opportunities
* Provide regular copy updates for the diocesan websites and social media channels with key information.
* Build good working relationships with clergy and lay people throughout the differing church traditions in the Dioceses.
* Create and maintain excellent links with the national Net Carbon Zero Team – in particular the fundraising team
* Create and maintain excellent links with the Regional and National Giving Advisor Network and other organisations.

## **Experience and qualifications**

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| Experience of developing and maintaining excellent working relationships with decision makers in grant making organisations  | Essential |
| Experience of giving advice on running successful funding campaigns  | Essential |
| Experience in seeking and applying for funding from grant making bodies | Essential |
| Experience of co-ordinating, planning, designing and leading training sessions aimed at a variety of audiences | Essential |
| Experience in a Christian Stewardship and /or Fundraising role | Desirable |
| Experienced at working with the voluntary sector | Desirable |
| Graduate, a degree or equivalent level of education or similar relevant experience | Desirable |
| Experience in book-keeping, accounting or charity treasurer responsibilities  | Desirable |

**Skills/Aptitudes**

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| Understanding of, and an ability to develop, good relationships and work with representatives of the churches in the Diocese regardless of their church traditions | Essential |
| The ability to communicate in a clear and lively manner both in writing and verbally | Essential |
| Excellent IT competency in Word, PowerPoint and Excel | Essential |
| Highly organised, able to work to tight deadlines and manage conflicting priorities across multiple clients/stakeholders | Essential |
| Ability to deal sensitively and diplomatically with a range of people | Essential |
| An understanding of diversity and cross-cultural dynamics  | Essential |
| Ability to maintain a high level of confidentiality | Essential |
| An understanding of, and a commitment to the promotion of, the principles and practice of Christian generosity and giving and a willingness to teach others | Desirable |
| An understanding of the challenges facing local churches | Desirable |
| An understanding of the range of digital giving technologies available to churches | Desirable |
| Full driving licence  | Desirable  |
| Willingness to travel across the north west region – sometimes in the evenings | Desirable |

## **Character and personal qualities**

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| In sympathy with the ethos of the Church of England and comfortable engaging with a worshipping community | Essential |
| Have a clear customer-focused outlook  | Essential |
| Be self-motivated, with the ability to work well both independently and as part of multiple teams | Essential |

## **Any Other Duties**

The post holder will/may be required to work occasional evenings and weekends as required with time-off in lieu.

The post-holder may be required to visit churches/attend meetings in-person. Whilst the use of public transport is encouraged, access to a vehicle insured for business purposes is essential.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post-holder, and you may be asked to perform any other duty as directed from time to time.

**Outline of Terms and Conditions**

**Employer**: Blackburn Diocesan Board of Finance

**Contract type:** Fixed-term, 18 months

**Salary:**  £34,119 per annum

**Hours**: This is a full-time role based on a 35-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends.

**Location**: The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE.  The nature of the role requires regular travel around the diocese, and sometimes beyond. A smartphone and laptop can be provided to assist remote working.

**Pension:** The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution.  Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice.  Details of this are available on request.

**Annual leave**: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year.  This is pro rata for part time employees.  The holiday year runs from 1 January to 31 December.

**Probationary period**: The appointment is subject to the satisfactory completion of a six-month probationary period.

**Notice Period:** During the six-month probationary period two weeks’ notice is required on either party. Thereafter you will be required to give six months’ notice should you wish to resign.

**Expenses:** Working expenses are paid at the diocesan rates.

**Employee Assistance Programme:** is available

**Right to work**: The post-holder must have the right to reside and work in the UK.

**Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds**

**The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.**