**Net Carbon Zero Officer: Recruitment Process and Timetable**

Closing Date: 9am, Monday 27th January 2025

Interviews: week commencing 3rd February 2025, in Penrith

Start Date: to be agreed, but as soon as possible

Application forms should be returned to:

[humanresources@carlislediocese.org.uk](mailto:humanresources@carlislediocese.org.uk)

**Statement of Commitment to Safeguarding and Safer Recruitment**

At the Diocese of Carlisle, we are dedicated to providing a safe, nurturing, and inclusive environment for all members of our community, especially children, young people, and vulnerable adults. Our commitment to safeguarding and safer recruitment reflects our core values and mission to uphold the highest standards of care and protection.

**Safeguarding Commitment**

We recognise our responsibility to protect and promote the welfare of everyone in our care. To this end, we pledge to:

* **Create a Safe Environment:** Ensure that all our premises and activities are safe and welcoming.
* **Promote Awareness:** Regularly educate and train our staff, volunteers, and congregation about safeguarding issues and practices.
* **Act Responsibly:** Promptly address any concerns or allegations of abuse, following our established procedures and legal obligations.
* **Support Victims:** Provide pastoral care and support to those affected by abuse.

**Safer Recruitment Commitment**

We believe that safeguarding starts with robust recruitment processes. We follow the Church of England guidance on safer recruitment and people management, and through this we commit to:

* **Rigorous Vetting:** Implement thorough background checks and screening for all staff and volunteers working with vulnerable groups.
* **Clear Policies:** Maintain clear policies and guidelines for recruitment, ensuring all roles have defined safeguarding responsibilities.
* **Continuous Training:** Provide ongoing safeguarding training and resources to ensure all personnel are aware of their roles and responsibilities.
* **Regular Reviews:** Continually review and improve our recruitment practices to uphold the highest safeguarding standards.

By adhering to these commitments, we strive to create a community where everyone feels safe, valued, and supported. We welcome any feedback or concerns and encourage open communication to maintain our high standards of safeguarding and care.

**ROLE DESCRIPTOR**

# PART 1

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| JOB TITLE: Net Carbon Zero Officer 14 hours per week |
| REPORTS TO: Diocesan Secretary and Net Zero workstream Programme Steering Group |
| DEPARTMENT: Diocesan Secretary |
| PURPOSE OF ROLE: To co-ordinate and support the workstream of enabling the Diocese to reach net zero carbon emissions by 2030 |
| **KEY ACCOUNTABILITIES:**  Reflecting the churches in Cumbria theme of “Tread Gently” and the Church of England’s target to reach Net Zero by 2030 and associated Routemap to Net Zero:   1. develop and provide guidance and support to colleagues across diocesan teams including Property, Schools, Church Buildings, HR, Cathedral etc to achieve this target 2. provide specific support and guidance to churches on Net Zero, developing resources and networks to encourage them in their actions, including the Eco Church award 3. monitor and report on progress on the Net Zero Action plan to the God for All Programme and Projects Board, Bishop’s Council and Diocesan Synod 4. make applications for funding support from within and outside the Church of England; monitor and report on funding awarded 5. support the process for collecting data on carbon emissions in the Diocese, including advising on the use of the Energy Footprint Tool 6. collect and disseminate learning including celebrating good news and learning from cases where Net Zero interventions have not been successful 7. work with colleagues to develop and appraise an approach to promoting bio-diversity on Diocesan land 8. represent the Diocese on national and regional Net Zero and environment networks 9. The Diocese of Carlisle 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. Safeguarding training relevant to the role will be undertaken. 10. Undertake such other duties as may, from time to time, be required. |

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| **FINANCIAL IMPACT**  DIRECT: expenses and small NZ project budget  INDIRECT: aspects of regional grants for NZ work  NUMBER OF DIRECT REPORTS: nil | INTERNAL: Diocesan Secretary, Archdeacons, other Church House staff, volunteer Diocesan Environment Officer  EXTERNAL: parochial clergy, church members, national networks |
| Authorised by Line Manager: Date: | |
| This Role Descriptor and associated statements has been fully explained to me. I understand and accept its content and my responsibilities. | |
| Signature of post holder: Date: | |
| Signature of deputy (where applicable) Date: | |

# PERSON SPECIFICATION PART 2

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| **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
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| ***TECHNICAL COMPETENCE*** | |
| **Technical Skills & Qualifications** | |
| * good standard of educational achievement * driving licence and access to own transport |  |
| **Knowledge and Experience** | |
| **Project and programme development and**  **Management**     * interest in, awareness of and involvement in carbon reduction and wider environmental issues | * experience of project planning and management. |
| **Partnership Working**   * experience of managing relationships with a range of internal and external parties/bodies |  |
| **IT**   * literate in Microsoft Office packages and able to use IT effectively * comfortable with using technology to facilitate remote working |  |
| **BEHAVIOURAL COMPETENCE** | |
| **Personal Effectiveness**   * meets deadlines and targets in spite of obstacles * a hard worker, able and ready to tackle a range of work with energy and stamina * works independently exercising judgement within delegated authority * works with others to achieve outcomes * works imaginatively to achieve outcomes while working within given frameworks | |
| **Personal style**   * professional, approachable, trustworthy * sympathetic with the ethos and values of the Church of England | |
| **Methods of working**   * organised * manages own workload and priorities * self-starter * attention to detail * able to take initiative and self-direct within accountability structures | |
| **Team skills**   * team player, works well with range of colleagues and partners | |
| **Communication**   * communicates professionally & credibly, both orally and in writing, with a range of audiences | |
| **Other**   * Able to work flexible hours, including some evening and weekend commitments * Willingness to travel around the Diocese, with access to a vehicle for work purposes. | |

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| **Benefits** | |
| **Salary** | £29,826 FTE (pro rata for 14 hours £11,930) |
| **Pension** | A non-contributory, deﬁned contributions scheme (employer’s contribution is 15% of salary) |
| **Car** | mileage paid at 45ppm |
| **Office provision** | Post based at Church House, Penrith but the Diocese operates a flexible working policy and home working for some of the working week is the norm. |
| **Working expenses** | Funded as appropriate.  Mileage (to places other than your Place of Work) paid at 45ppm. |
| **Other benefits** | * 34 days annual leave incl bank holidays pro rata * 35 hrs a week flexi-time system in operation * time off in lieu for additional hours worked |
|  | Any offer of employment is subject to:   * Two references (one must be current employer) * Health Check * Right to work check * Enhanced DBS check and Church of England Declaration form if applicable (if the DBS or declaration form are not completed the offer of employment will be rescinded) |