

Net Zero Carbon Officer (Churches and Schools): Recruitment Process and Timetable

Closing Date: 5th October 2026

Interviews: 13th October 2026

Start Date: ASAP

Application forms should be returned to:

humanresources@carlisle-diocese.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

JOB TITLE: Net Zero Carbon Officer (Churches and Schools)

REPORTS TO: Church Buildings Support Officer (DAC Secretary)

PURPOSE OF ROLE:

The Net Zero Carbon Officer (Churches and Schools) will lead and support the Diocese's work towards achieving its Net Zero Carbon ambitions across churches, schools and other diocesan buildings. The postholder will provide practical, strategic, and project-based support to churches, schools, parishes and diocesan stakeholders to reduce carbon emissions, improve energy efficiency, strengthen climate resilience, and promote the sustainable management of buildings and resources.

Working closely with PCCs, clergy, school leaders, governors, diocesan colleagues, volunteers and external professionals, the postholder will help identify, develop and deliver decarbonisation and building improvement projects. The role will support organisations in accessing funding, developing long-term plans, and building local capacity to manage buildings sustainably while ensuring they remain safe, accessible, well-maintained and fit for mission, education, worship and community use.

The postholder will contribute to the Diocese's environmental and Net Zero Carbon objectives by promoting best practice in energy management, renewable technologies, building stewardship and environmental sustainability, whilst supporting churches and schools in responding to climate-related challenges and opportunities.

KEY ACCOUNTABILITIES:

- Lead and support the development and delivery of decarbonisation projects across churches, schools and other diocesan buildings, helping stakeholders identify practical opportunities to reduce carbon emissions and improve sustainability.
- Provide advice and guidance to PCCs, clergy, school leaders, governors, volunteers and building users on energy efficiency, renewable energy technologies, carbon reduction measures and environmental sustainability.
- Support churches and schools in understanding and responding to climate-related pressures, including rising energy costs, environmental legislation, climate resilience and achieving diocesan and national Church of England Net Zero Carbon targets.
- Manage a prioritised caseload of churches, schools and other projects, focusing on those with the greatest need, opportunity, or potential impact in relation to fabric improvement, energy efficiency and carbon reduction.
- Support churches and schools through repair, maintenance, improvement and decarbonisation projects, including project scoping, feasibility work, procurement, contractor engagement and project delivery.
- Promote integrated approaches that align building maintenance, capital investment, accessibility improvements and carbon reduction objectives.
- Identify funding opportunities and support churches, schools and diocesan bodies to develop funding applications for repair, sustainability and decarbonisation projects.

- Administer diocesan and externally funded sustainability and buildings programmes, ensuring effective allocation of resources and monitoring of project outcomes.
- Coordinate the collection, analysis and use of building, energy and carbon emissions data to support decision-making, measure progress towards Net Zero Carbon targets and inform diocesan strategy.
- Prepare reports and performance information relating to sustainability, decarbonisation projects and environmental outcomes for diocesan stakeholders and funding bodies.
- Contribute to regional and national networks relating to church and school sustainability, decarbonisation and building management, maintaining awareness of emerging policy, funding and best practice.
- Deliver training, workshops, guidance and resources for clergy, PCCs, churchwardens, school leaders, governors and volunteers on sustainability, building stewardship, maintenance planning and environmental best practice.
- Work collaboratively with diocesan colleagues, education teams, schools, archdeacons, parish representatives and external partners to deliver the Diocese's environmental and buildings strategies.
- Ensure all activities are undertaken in accordance with relevant legislation, faculty requirements, health and safety requirements, environmental standards and diocesan policies.
- Uphold the Diocese's commitment to safeguarding, undertaking safeguarding training appropriate to the role and working in line with diocesan safeguarding policies.
- Undertake any other duties consistent with the purpose and level of the role.

FINANCIAL IMPACT DIRECT: expenses INDIRECT: aspects of diocesan grants for buildings NUMBER OF DIRECT REPORTS: nil	INTERNAL: Church Buildings Officer, Net Zero Carbon Officer, Archdeacons, other Church House staff EXTERNAL: parochial clergy, church members, architects and surveyors, building and maintenance professionals
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

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications and Knowledge	
• Good standard of education. • An understanding of building maintenance, property projects, sustainability, decarbonisation, or related areas. • Competent user of Microsoft Office and other digital systems.	
Experience	
• Experience of managing or supporting projects involving buildings, facilities, sustainability, property, construction, or a related field. • Experience of working with a range of stakeholders, including volunteers, community groups, professionals, or partner organisations. • Experience of managing competing priorities and delivering work independently.	• Experience of working with churches, schools, historic buildings, charities, community organisations, or the heritage sector. • Experience of energy efficiency, carbon reduction, environmental sustainability, or decarbonisation projects. • Knowledge of grant funding programmes and project development.
Skills and Abilities	
• Excellent communication skills, with the ability to explain technical information clearly to non-specialists. • Ability to build effective relationships and work collaboratively with a wide range of people. • Strong organisational skills and the ability to manage a varied workload. • Ability to analyse information, identify practical solutions, and support others in implementing them. • Ability to work both independently and as part of a team.	• Familiarity with the Church of England, its structures, and the role of church buildings in mission and community life

Personal Attributes
- Professional, approachable and trustworthy. - Self-motivated and able to use initiative appropriately. - Sympathetic to the aims, mission and values of the Church of England. - Commitment to supporting sustainable and environmentally responsible approaches to building management.
Other Requirements
- Full driving licence and access to a vehicle for work purposes. - Willingness to travel throughout the Diocese and occasionally work evenings or weekends.

Benefits	
Salary	£31,795.00 (pro-rata based on 24.5 hours per week) This is a fixed term contract to 30th June 2029
Pension	A non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
Car	mileage paid at 55ppm
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 55ppm.
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)