

Role Title: Net Zero Carbon Administrator

ROLE PURPOSE:

Provide administrative support to the Net Zero Carbon (NZC) work and other environmental work in the Diocese.

Accountabilities	Measures of success	What you need to know
<p>Reports to: Head of Church Buildings and Pastoral</p> <p>Two days a week for a period of 23 months. Workload priorities, within available time and resources, will be set by the environment committees and the Head of Church Buildings and Pastoral.</p> <p>Role description</p> <p>Undertake the tasks allocated to the NZC Administrator in the diocesan NZC Action Plan with particular focus on the following areas:</p> <ul style="list-style-type: none"> • Support heads of departments across the diocese both in their NZC work and also in other work to release time for them to manage their environmental tasks. This work will be of an administrative nature and vary from department to department • Under guidance, gather data on carbon emissions and progress in the diocesan Action Plan and contribute to the writing of reports • Administer grant-funding streams allocated to the Diocese • Ensure all shared folders are up to date and assist in maintaining effective and efficient filing including the appropriate use of Teams. • updating relevant webpages and producing communication material as appropriate 	<ul style="list-style-type: none"> • Delivery on their responsibilities in the NZC Action Plan • Positive informal feedback from diocesan heads of departments over the level of support provided by postholder • Reports required are provided on time 	<p>Qualifications:</p> <ul style="list-style-type: none"> • Numerate and Literate, educated to GCSE standard or equivalent (including C / 4 or 5 above in Maths and English) <p>Skills and experience</p> <p>Essential:</p> <ul style="list-style-type: none"> • Experience in supporting committees, data entry and handling, and rapid learning of new tasks • Experience of using and supporting databases, analysis of trends, and producing summary tables and graphs. • IT literate: competent in Microsoft Word, and Outlook, with strong competence in Excel. • Strong communication and networking skills. Clear communicator both verbally and written. • Ability to use the internet to research relevant topics and produce reports. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working in carbon emissions reduction

<ul style="list-style-type: none"> • Service the DETG and allied committees, including setting dates and venues, writing up the minutes and organising the paperwork and reporting its work to other committees • Work closely with the other members of the environment team: NZC officer and the Diocesan Environment Office • Engage with the East of England Dioceses collaborative NZC project • Become familiar with the resources provided by the national NZC and environment teams • To undertake any other reasonable tasks, relevant to the post. 		<p>Attributes and aptitudes</p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • Concerned about environmental issues and climate change • Ability and desire to learn the Diocesan systems and processes. • The capacity to build relationships with colleagues, clergy and volunteers, and other stakeholders. <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Understanding of the Church of England and how theology relates to the environment.
		<p>How you act</p> <ul style="list-style-type: none"> • Team player and good collaborative skills • Good organisational skills, adaptable and flexible. • Self-motivated and proactive, able to work independently and on own initiative. • The ability to prioritise tasks • The capacity to work and make decisions with a high level of personal discretion • Ability to work to deadlines and stay calm under pressure

Agreed by Job holder:.....

Agreed by manager:

Review date: