**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Parish Environment and Sustainability Officer |
| **LINE MANAGER** | Environment and Sustainability Manager |
| **SALARY** | £32,288 per annum (£21,217.83 pro-rata) |
| **HOURS** | 23 hours |
| **DURATION** | This is a permanent contract for a part time role |
| **LOCATION** | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU |

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| **JOB SUMMARY** |
| Creation care is a top priority for the Diocese of Bristol. In November 2019 Diocesan Synod adopted a new Environment and Climate Justice Policy and made a commitment to being carbon net-zero by 2030, the first diocese to do so.  Since then, work has been undertaken to establish a carbon baseline and annual trackers for the Diocese, develop decarbonisation strategies, and initiate work across all areas of the organisation to increase the profile of environmental activities and reduce our carbon emissions.  Alongside this, an Eco Champions network has been established, 60% of churches have registered.  This really important role will support both the Environment and Property Teams in our CNZ2030 ambitions by data collation and interpretation. The post holder will also carry out crucial work that actively supports individuals, churches and schools to plan and do the necessary action, training and advocacy for creation care and climate justice. They will actively communicate and support workshops and conferences alongside key delivery of communications to raise the profile of environmental concerns, solutions and good news stories across the Diocese. |

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| **KEY RELATIONSHIPS** |
| * Diocesan Secretary & Bishop’s Staff * Property, Environment & Sustainability Team * Finance & External Relations Teams * Clergy and Churchwardens * External agents and contractors * Schools |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

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| **MAIN RESPONSIBILITIES** |
| * To provide administrative support to the Diocesan Environment Team and outreach support to the wider Diocese on all matters Environmental. * In coordination with the E & S Manager, take a lead on communications with key engagement focus on schools and parishes, and ensure there is a regular programme of communications activity. * To actively cultivate and manage relationships with grant making administrators, environmental organisations and local partners. * Work proactively and be present for stakeholders including churches, schools and academies, clergy and office staff to encourage and enthuse others to enable progress against our decarbonisation goals and to navigate a path and a plan. * Grant and funding support, research and promote environmental funding opportunities for churches and schools to support environmental initiatives and decarbonisation projects. * Assist parishes in grant applications where needed. * Promote and support churches working towards achieving an Eco Church awards * Promote and resource the growing Eco Champions network, including regular briefings, networking sessions and deanery engagement. * Provide access to resources and guidance for clergy and lay leaders, regarding steps for parishes to engage, learn and raise awareness of the actions individuals and parishes/schools can take for creation care. * Coordinate ongoing parish outreach to identify gaps in our engagement and communications approach. * Support parishes in exploring these issues with their congregations and communities. * To undertake other duties as may be reasonably required |

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| **PARISH ENVIRONMENT & SUSTAINABILITY OFFICER PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * Experience of working in a role supporting Environmental Advocacy * Previous experience of working with diverse stakeholders * Fundraising and bids application/ writing experience * An understanding of energy audits and decarbonisation works * Experience of writing articles or communications and web updates * Dissimilation of technical information for wider audiences. | * Track record of forecasting, monitoring and achieving income targets. Supporting Environmental work/ advocacy * Project Management experience * Previous schools and/ or charity experience * Training & presenting to groups |
| Education/ Qualifications | * A good level of academic capability * A computer literacy qualification * Numerate | * Related qualification or membership |
| Skills/ Ability | * Ability to work collaboratively * Effective communicator; able to listen, converse and influence in a range of situations from one to-one, to large gatherings * Ability to write clearly and concisely for a range of audiences * Proficient and effective use of technology, with good working knowledge of Office, M365 Excel, Word, MS Teams, outlook and power point * Ability to stay calm and focussed under pressure * The ability to work collaboratively as part of a team sharing learning and ideas. * Able to work autonomously to prioritise and meet deadlines * Driving licence and willingness to travel on a daily basis across the Diocese | * Experience of presenting information to others * Ability to create structure from information of various sources * Experience of income forecasting and phasing fundraising budgets. |
| Personal | * Strongly proactive personality, with the ability to manage multiple works simultaneously * Professional manner can do attitude and a great sense of humour! * Respectful and comfortable with the Christian ethos and objectives that underpin our work. |  |

**Date:** March 2025