



Net Zero Carbon Support Officer

Appointment Pack
Winter 2025



Thank you for your interest in the role of Net Zero Carbon Support Officer within our busy DAC team who provide advice in relation to diocesan and church properties.

The Diocese is working towards a Net Zero Carbon future with a commitment to make substantial progress by 2030. We are looking for someone interested in sustainability and the built environment with strong administrative skills and experience of managing a busy workload and complex documentation.

You would be part of a small friendly team who would support you in getting to know the details of this varied and interesting role.

If this could be you, we would be delighted to receive your application. If you would like an informal conversation to help you in considering your application please contact [Tom Abraham](#), Net Zero Carbon Officer.

We look forward to hearing from you!

A handwritten signature in dark ink, appearing to read 'David White'. The signature is fluid and cursive.

David White
Diocesan Secretary

THE PASTORAL AND ADVISORY TEAM

The Diocesan Advisory Committee (DAC) is a statutory body which provides advice at diocesan level, especially to parishes, the Diocesan Chancellor and the Archdeacons, in relation to church buildings and other places of worship. The DAC's role is to enable parishes to care for and develop their church buildings, their contents and churchyards. In the Diocese of St Albans, more than 75% of the 380 church buildings are listed, with over 130 listed at Grade I. Every place of worship has a local worshipping community which seeks to care for its building as a local centre of worship and mission.

The DAC's role is to enable parishes to care for and develop their church buildings, their contents and churchyards. The DAC is supported by the Pastoral and Advisory Team whose staff include the Pastoral & Advisory Secretary, Pastoral & Advisory Officer and administrative support.

Within this team we have a Net Zero Carbon Officer who works with both the DAC and our Property team to implement policy and strategy in relation to our Net Zero Carbon Action Plan. This new role provides administrative support to this Officer.

Job Description

Job Title: Net Zero Carbon Support Officer
Department: Pastoral & Advisory
Line Manager: Net Zero Carbon Officer
Reviewed By: Pastoral & Advisory Secretary
Date: Winter 2025

Job Profile

Purpose of the Role

To provide support in the delivery of the diocesan NZC programme

Decision Making and Authority

Required to deal with queries from clergy and parishes, and respond proactively finding solutions

Know who to contact for advice, including Diocesan Officers

Manage the NZC Officer's diary, making appointment and meeting decisions as required

Provide meeting support to the NZC Implementation Group

The role holder is expected to prioritise their own workload and manage this accordingly.

The role involves regularly assessing the progress of relevant grant applications and the appropriate next steps.

Guidance and Direction

The role holder is expected to be able to work independently and manage their own workload, but with overall guidance from the NZC Officer within the Pastoral & Advisory team.

There are some fixed processes in place which guide the role holder. They will receive work from the NZC Officer, as well as the work generated by the parishes.

Much of the role is reactive due to the nature of the work generated by parishes. However, there is a lot of scope to be proactive in the response to casework to improve the process and the support provided to parishes.

Key Relationships and Context

Colleagues in the Pastoral & Advisory team and the Communications team; and other colleagues in the Diocesan Office. The regional and national NZC Network and teams.

Externally:

Churchwardens, parish clergy and local church officers.

Pressure and Working Environment

The role is largely desk based, with frequent contact with colleagues and members of the public throughout the day. The role requires working to tight and fixed deadlines for example for grant applications. There is no flexibility around these and so the relevant tasks must be completed in a timely manner. There is some level of accountability if work were not to be completed.

Duties and Key Responsibilities

- To act as a first point of contact for parishes and to administer the NZC enquiries email.
- To support diocesan-administered grant funding streams, including tracking applications, monitoring and reporting.
- To support the work of the NZC Officer and other related officers
- To support the work to transition to NZC across the Diocese.

Diocesan Policies

- To be aware of and adhere to diocesan policies and protocols including, but not limited to, the areas of
 - Safeguarding
 - Data Protection and GDPR
 - Sexual Harassment Prevention
 - Environment
 - Net Zero Carbon
 - Racial Justice
- To commit to undertake training and engage with information and instruction in respect of the diocesan policies and protocols referred to above.

Person Specification

Experience and Skills

- Interest in and enthusiasm for improving the environment and lowering carbon emissions.
- Educated to A level or above, including a good level of numeracy.
- Understanding of, or ability to rapidly learn, the practices and structures of the Church of England.
- Computer literacy in Microsoft Office and web-based systems is essential. Spreadsheet literate.
- The ability to work on their own initiative with limited supervision, including managing workload
- Priorities including conflicting demands, drafting correspondence and dealing with queries in the absence of the NZC Officer.
- Organised, proactive, methodical, with good attention to detail.
- The ability to produce accurate documentation of good quality and in a timely manner.
- An empathetic and friendly manner on the telephone and in face-to-face conversation.
- Able to work collaboratively.
- Understanding of and sympathy with the life and work of the Church of England in the Diocese of St Albans.

The Diocese of St Albans

The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans (role currently in vacancy) has overall responsibility for the Diocese and is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and the Diocese has 340 parishes, of which about one third are rural, 380 churches and more than 300 clergy (of whom more than 250 are stipendiary). There are 136 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £17m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £200m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 136 church schools and academies in the diocese. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. The education team is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

Terms and Conditions of Employment

- Salary:** A competitive salary of FTE in the range £27,000 - £28,000 per annum (pro rata for this 0.4 role)
- Pension:** Enrolment with the Church of England Pensions Board with a competitive employer contribution.
- Hours:** This is a part time (0.4) role of 14 hours per week; normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with occasional out of hours and evening/weekend commitments, for which time off in lieu is given.
- Holidays:** The annual leave entitlement is pro-rata to the full time rate of 26 days per year, plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.
- Term:** This is a permanent position. Following a six months' probationary period, the notice period will be three months.
- Place of Work:** The post is based primarily at the Diocesan Office with some home working. Attendance at the Diocesan Office is expected for a minimum of 50% of your working hours per week. The person appointed must be willing and able to travel around the Diocese as the work requires.
- Ongoing Development:** We are committed to staff development based on an annual review which helps highlight learning and training requirements.
- Status:** The successful applicant will need to provide proof of right to work in the UK before taking up the post.
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To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form to the Diocesan Secretary (details below)

Closing date: Wednesday 14 January 2026, 12 noon

Interviews: Tuesday 27 January 2026, in St Albans

Submit via email (preferred): HR@stalbandsdiocese.org

or by post to: David White, Diocesan Secretary, Diocese of St Albans, Holywell Lodge, 41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.