



Net Zero Carbon Funding Enabler

Operational Support Team

£29,960 pa (£11,984 pro rata – 0.4FTE/14 hours per week)

Fixed term for three years

Context

The Church of England plays an active and visible role in the life of the nation. With a network of parishes covering every community across England, it brings a Christian presence, pastoral care, and social action to people of all ages and backgrounds. It is organised into 42 dioceses, each led by a bishop.

The Diocese of York covers much of North and East Yorkshire, including York, Hull, Middlesbrough and Selby, two National Parks, and the Yorkshire coast. We are a family of nearly 600 churches, 125 schools, and 442 parishes, led by the Archbishop of York, Stephen Cottrell. York Minster is our principal church.

Our diocesan family is structured into three archdeaconries:

- Cleveland (Bishop of Whitby)
- East Riding (Bishop of Hull)
- York (Bishop of Selby)

Living Christ's Story

The Church of England's national vision for the 2020s is to be a Christ-centred Church, shaped by the five marks of mission, and becoming Simpler, Humbler and Bolder.

In response, our diocesan strategy — Living Christ's Story (LCS) — was approved by Diocesan Synod in 2022 and continues to evolve. It builds on earlier work that secured national funding to grow leaders and extend our reach, especially in low-income communities and among people in their 20s–40s.

To *live Christ's story* is to take part in God's mission of love in the world today. We seek a flourishing and sustainable Church that enables this mission, revitalising parishes, chaplaincies and new worshipping communities so that every community has a vibrant Christian presence.

Our four diocesan priorities are:

1. Becoming more like Christ
2. Reaching people we currently don't
3. Growing churches of missionary disciples
4. Transforming our structures and finances

Deaneries and their leadership teams are key partners in this work. We are committed to developing sustainable models of ministry supported by strong lay and ordained leadership and shaped by realistic financial planning.

Our Net Zero Carbon Commitment

In February 2020 General Synod set the Church of England an ambitious challenge: to reach net zero carbon across parish, cathedral, diocesan and school estates by 2030. It recognised the mission of the Church is the mission of Christ and the Fifth Mark of Mission is to strive to safeguard the integrity of creation, and to sustain, and renew the life of the Earth. The 'Route Map to Net Zero Carbon by 2030' sets out this plan of action.

The best estimate of the Diocese's current greenhouse gas emissions is 6,350 tonnes of CO₂ equivalent (tCO₂e). These emissions come from 261 Clergy Houses, the Diocesan Office and Wydale Hall & Emmaus Centre, 12 Voluntary Aided schools, 542 Churches, 117 Church Halls and other buildings and Diocesan staff travel. The number of individual buildings and the physical size of the Diocese presents a challenge to decarbonising efforts.

52% of the churches within the Diocese are Grade I or II* listed, presenting further difficulties and costs.

The York Diocese faces a challenging financial position. It is currently running a deficit, which is reducing its reserves. In order to achieve our net zero carbon goals, accessing external funding sources will be key to delivering the Net Zero Carbon Action Plan. In so doing, achieving NZC goals will be an integral part of meeting that challenge through e.g. LED lighting cutting costs quickly and rooftop solar which reduces electricity bills and can generate an income.

To enable this to happen, the National Church has appointed a Regional Net Zero Fundraiser to support the diocese across the Northeast and Yorkshire. But additional practical support needs to be given to parishes and schools in accessing the grants that become available.

Primary Purpose of the Role

The Net Zero Carbon Funding Enabler will play a key role in supporting the Diocese of York's commitment to achieving net zero carbon. The postholder will help parishes and voluntary-aided schools to identify, secure and manage external grant funding for carbon-reduction and energy-efficiency projects. The postholder will also support parishes to work towards funder-readiness, enabling churches to be equipped and prepared for funding opportunities ahead. This role will enable churches and schools take practical steps toward environmental sustainability; ensuring they have access to high-quality advice and the financial resources needed to implement change.

Main Duties and Responsibilities

Working closely with the Net Zero Carbon Programme Lead and the Parish Net Zero Support Officer, you will:

Provide Funding Support and Guidance

- In tandem with the Regional Net Zero Fundraiser, identify suitable external grant funding opportunities for churches and schools undertaking net zero carbon or energy-efficiency projects.
- Provide support to parishes and schools to become funder-ready, and support the development of projects to ensure compatibility with funder requirements.
- Support parishes and schools through the grant application process, including advising on eligibility, preparing supporting evidence and helping to draft applications.
- Develop and maintain a portfolio of current and upcoming funding streams, sharing timely updates with stakeholders.
- Prepare financial and progress reports to funding bodies, in accordance with their requirements.

Deliver Project Support

- Provide practical advice to churches and schools on the development of net zero projects, including early-stage scoping, feasibility considerations and next steps.

Encourage Capacity Building

- Deliver workshops, briefings and resources to increase confidence and understanding about funding routes and net zero projects.
- Build trusted relationships with clergy, churchwardens, PCCs, school leaders and volunteers, encouraging engagement and participation in the net zero journey.

Collaborate and Report

- Work closely with the Net Zero Programme Lead and wider team to ensure coordinated support across the diocese.
- Attend internal team meetings at the diocesan office as required.
- Maintain accurate records of advice provided, applications supported and outcomes achieved.
- Contribute to reporting for Diocesan governance bodies and national Church of England environmental programmes.

You will be required to attend regular meetings of the Diocesan Operational Support Team in the Diocesan Office in York as well as travelling to parishes and schools across the Diocese to provide face-to-face support as necessary.

Person Specification

Essential

- Commitment to the Church of England's net zero goal.
- Proven track record of identifying, assessing and securing external grant funding for energy efficiency and/or carbon-reduction projects (or closely related capital projects).
- Experience guiding applicants through end-to-end grant processes (eligibility, evidence gathering, drafting, submission and compliance/reporting).

- Ability to develop and maintain a live portfolio of funding streams and communicate timely updates to stakeholders.
- Relationship-building skills with clergy, churchwardens, PCCs, school leaders and volunteers; confident at delivering workshops/briefings to build capacity.
- Strong record-keeping and outcome tracking; able to produce clear progress and financial reports for funders and diocesan governance.

Desirable

- Experience with heritage/faith or school estates, particularly listed church buildings where consent and fabric constraints affect retrofit choices.
- Familiarity with Church of England structures and governance (dioceses, deaneries, PCCs, VA school arrangements), to navigate decision-making and approvals smoothly.
- Understanding of common net zero and/or energy efficiency interventions in church and school settings (e.g., fabric improvements, heating transitions, controls, solar), and how these map to typical funder criteria.
- Existing relationships with regional and national funders relevant to decarbonisation in community/education/heritage settings, to complement the Regional Net Zero Fundraiser's work.

Key Relationships

- York Diocese Leadership Team (YDLT)
- Net Zero Carbon Programme Lead
- Parish Net Zero Support Officer
- Regional Net Zero Fundraiser
- Church Buildings Team
- Schools Team

Please note that this job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The job description may be amended over time, in consultation with the post holder to meet the needs of the Diocese.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF).
Line Manager	NZC Programme Lead
DBS Disclosure	A DBS check may be required for this post.
Probationary Period	Appointments are subject to a 4-month probationary period.
Location	The post is based at the diocesan office at Clifton Moor, York (flexible/ hybrid working options are available).
Hours	The post is part-time, 14 hours per week. The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. Some of the duties may require travel within the Diocese of York, and on occasions, elsewhere in England.
Salary	Starting salary will be £29,960 (£11,984 pro rata).
Pension	The YDBF offers a contributory pension scheme organised by the Church of England Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme).
Holidays	In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year.
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated as the <i>lesser</i> of the two distances to the destination as measured from the postholder's home and from the Diocesan Office (currently 55p per mile for the first 10,000 miles). The full policy is available on request.

Non-contractual Benefits

Employee Benefits	We provide free parking, and non-contractual benefits currently offered include eye care vouchers, pension salary sacrifice, and a cycle to work scheme as well as access to the Civil Service Sports Club.
Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Wellbeing	We provide a comprehensive Employee Assistance Programme. Our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matters and can provide or arrange counselling and/or mediation if recommended.

