



Net Zero Carbon Parish Support Officer

Operational Support Team

£26,356 pa (£10,542 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 'Routemap 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. This number of individual buildings and the physical size of the Diocese present a challenge to decarbonising efforts.

A large number of individual parishioners are committed to environmental causes and are eager to see their churches make concrete steps to improve their environmental sustainability. This is particularly true of younger members of our congregations.

Given the devolved nature of responsibility for church building development and, to a large extent, missional focus, it is vital for the delivery of the Diocesan Net Zero Plan that local parish involvement is maximised. To this end, we will establish a network of Parish Environment Officers (PEOs).

Primary Purpose of the Role

The Parish Net Zero Support Officer will play a key role in supporting the Diocese of York's journey toward Net Zero Carbon. The postholder will develop, coordinate and support a thriving network of PEOs across the Diocese. Acting as a central hub for communication, resources and practical assistance, the role will ensure parishes are well-connected, informed and equipped to take forward environmental action and carbon-reduction initiatives at a local level.

Main Duties and Responsibilities

Network Development and Coordination

- Establish, grow, and sustain a Diocese-wide network of PEOs.
- Maintain regular communication with PEOs, ensuring they feel supported, connected, and engaged.
- Create opportunities for collaboration, mutual learning, and sharing of best practice.

Communications and Information Management

- Manage communications for the PEO network, including newsletters, updates, guidance notes and signposting to resources.
- Maintain accurate and up-to-date contact lists and distribution groups.
- Develop clear and accessible information pathways to support parishes in meeting Net Zero goals.

Events and Logistical Support

- Organise meetings, workshops, webinars and training events for PEOs and parish leaders.
- Provide logistical and administrative support for events, including scheduling, venue arrangements, materials preparation and follow-up.
- Support Diocesan-wide engagement campaigns or themed events related to Net Zero Carbon.

Hub and First Point of Contact

- Serve as an accessible and friendly first point of contact for parish enquiries relating to Net Zero, environmental action and the PEO network.
- Triage queries, provide initial guidance and signpost parishes to appropriate Diocesan or national resources.
- Maintain a central repository of tools, templates, links, and materials to support parish-level initiatives.

Collaboration and Reporting

- Work closely with the Net Zero Carbon Programme Lead to ensure alignment with Diocesan Action Plan.
- Gather feedback, insights, and emerging issues from the network, helping shape future priorities and support offerings.
- Contribute to progress reporting, monitoring and evaluation of parish engagement across the Diocese.

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 across the Diocese to provide face-to-face support as necessary.

Person Specification

Essential

- Strong organisational and administrative skills, with experience managing communications or networks.
- Excellent interpersonal skills, with the ability to engage volunteers and build positive relationships.
- Clear and confident written and verbal communication.
- Ability to plan and deliver events, both in person and online.
- Proactive, approachable and able to work independently as well as part of a team.
- Commitment to environmental sustainability and support for the Church of England's Net Zero Carbon objectives.

Desirable

- Experience working with volunteers or in a church/charity setting.
- Knowledge of environmental issues, sustainability concepts or carbon-reduction initiatives.
- Familiarity with the structures and mission of the Church of England.

- Digital communication skills (e.g., newsletters, mailing lists, website content).

Key Relationships

- York Diocese Leadership Team (YDLT)
- Net Zero Carbon Programme Lead
- Net Zero Funding Enabler
- PEO Network
- Church Buildings 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 £26,356 pa (£10,542 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.

