



**Yorkshire  
North & East**  
Methodist District

# Job Pack

## Net Zero Officer

Yorkshire North & East Methodist District  
Charity Number: 1136133  
[www.yorkshirenemethodist.org](http://www.yorkshirenemethodist.org)

# Introduction

**Thank you for expressing an interest in this full-time, 3-year fixed term contract post of Net Zero Officer, working across the Yorkshire North & East Methodist District.**

**This information pack has been created to give you a deeper insight into the role.**

The post of Net Zero Officer offers an opportunity for somebody with demonstrable work experience and a commitment to sustainability and the environment to develop their professional knowledge whilst making a difference to our churches and operating practices.

In 2020 The Chair of Yorkshire North and East District, Rev'd Leslie Newton shared with the Methodist Church in our area a vision and challenge about being part of a Christian response to the Planet Climate Emergency. In his address (<https://www.yorkshirinemethodist.org/our-work/climate-change/>) he highlighted the crisis, and the call for the Christian Church to pro-actively and perhaps prophetically lead the way in caring for God's creation, by working for positive change, as individuals and as faith communities gathered in and around Church buildings.

He shared that, following research commissioned by the District Leadership Team, Project Rome was asked to advise the District on developing a key strategy toward achieving a Net Zero Carbon target in a realistic timeframe. The consultation included research around the churches in the area on possibilities for fuel efficiency, everyday better practice and ways to reduce energy costs. A number of actions and goals were set as a result of this research, some based on property works, others looking at education to encourage personal commitments to greener travel and consumer habits.

As a result of the research and proposals from the District Leadership Team, the District Synod in September 2020 committed to the stretching, but we believe, achievable target to become a Net Zero Carbon Methodist District by 2040.

Part of the District Strategy for forward movement in this and other areas of church development has included the employment of a Grant Fundraising Enabler. In terms of Net Zero development, this has already resulted in the securing of funding for several demonstrator capital projects to be commissioned, due for completion in 2023. A total of 36 churches have also had extensive feasibility assessments to determine their Individual 'Pathways to Net Zero'

Adding a Net Zero Officer is a further important step to enable the District to work toward our Net Zero Carbon aim.

**Rev Ruth Gilson-Webb  
Circuits Support Team Leader  
Yorkshire North & East Methodist District**

# About Us

**The Yorkshire North and East Methodist District was formed in 2017, following re-structuring within the wider Methodist Church in Britain ('Connexion').**

The District comprises 220 Churches in 16 areas ('Circuits'). The area extends across moors and dales, from Pateley Bridge in the West, through towns and cities to the North and East coast of Yorkshire, with South Holderness at our southern tip.

Facilitated by a mix of lay and ordained staff and volunteer leaders from local churches, the District Leadership Team helps set direction for the development of faithfully growing Flourishing Christian Communities across North and East Yorkshire.



We recognise our need to develop a new culture which inspires vocations, sows generously, appoints leaders and changes structures for growth and we are now pursuing four priorities to help us achieve our vision:



**Growing Lay Leadership:** Recognising our Methodist heritage and that we were a growing movement when we had well-equipped, released and accountable local lay leaders.



**Re-Imagining Worship:** Recognising, for instance, that often the preaching plan is not an effective tool for developing excellence and local ownership of worship.



**Developing "Our Voice":** Recognising that we need to build confidence in sharing our faith, telling our stories and how we speak out and take action on injustice in all its many forms.



**Remodelling Governance:** Recognising that often we sacrifice our best people on the wrong altars. We're committed to undertake all that is encompassed by 'governance' really well.

# Job Description

<b>Job Title:</b>	Net Zero Officer.
<b>Lay Employee in the</b>	The Yorkshire North and East Methodist District.
<b>Location:</b>	Home-based, with the necessity for regular district wide travel.
<b>Employed by:</b>	The Yorkshire North and East Methodist District.
<b>Responsible to:</b>	The Net Zero Officer is responsible to the District Leadership Team of The Yorkshire North and East Methodist District through the appointment of a Line Manager, who, in this instance, is the Circuits Support Team Leader in collaboration with the Yorkshire North and East Methodist District Chair, or any other post holder that may be notified to them from time to time through the District Leadership Team.

**Creation of the role:**

This post has been funded by the Benefact Trust through the Transformational Grants Programme.

It follows extensive work on decarbonization, already undertaken across the Yorkshire North and East Methodist District, supported by the district's commitment of delivering Net Zero for 2040, which is a target defined after a preliminary assessment of each of the 200-churches within the District,

The first two decarbonisation capital works projects within the District are nearing completion, and now able and ready to act as key Net Zero demonstrators to others.

As such we are looking to appoint a Net Zero Officer on a 36-months fixed term contract, to build on the work achieved so far.

**Purpose and Objectives:**

The purpose of this post is to facilitate the implementation of Net Zero in Churches and Circuits within the Yorkshire North and East Methodist District in the following three identified ways:

1. Targeted refurbishment of properties and, as possible, conversion to local generated green energy;
2. Switching to green tariffs; and,
3. Establishing of commitments within churches to lowering personal carbon footprints through eg travel and consumer choices.

The successful applicant will work closely with the National 'Action for Hope' Implementation Officer for the Methodist Church in Great Britain and, as this post is the first of its kind within the Methodist structure, learning is to be shared nationwide with other Methodist Districts.

**Specific Tasks:****Key Responsibilities**

- Lead the transition to Net Zero for and within the Yorkshire North and East Methodist District.
- Facilitate the targeted refurbishment of properties across the district, providing project management and/or support as needed, for churches and circuits.
- Work with churches, contractors, consultants, and the District Grant Fundraising Enabler, to ensure projects are delivered in line with all stakeholder's objectives.
- Represent the District in the community energy sector, including stakeholder events with Community Energy England and North East and Yorkshire Energy Hub, and Northern Powergrid.
- Liaise with the National Methodist team and their Action for Hope Implementation Officer.
- Oversee the successful completion of existing Net Zero pilot projects, such as 'Tea & PV' through Centrica's Energy for Tomorrow fund.
- Respond to requests for assistance and guidance from churches and groups within churches in furthering their understanding of Net Zero and how to implement it.

- Organise, host, and lead open days and 'awareness raising' sessions at completed projects across the district, explaining how low carbon technology solutions such Solar PV Panels, battery storage and heat pumps can be used in our settings.
- Lead on the switch to a group green tariff for energy suppliers, negotiating for our organisations.
- Develop and deliver a programme in the context of care for creation that helps church members and others involved in the life of the church to lower their carbon footprint, including through travel and consumer choices.

**Further duties:**

- Manage expectations; supporting churches to deliver changes appropriate to their setting, acknowledging that not all measures are suitable for all buildings.
- Work with the grant fundraising enabler providing timely and satisfactory funder reports.
- Raise awareness of the climate emergency and the District Net Zero response to it, providing information, advice, and guidance on creation care and decarbonisation.
- Be a visible presence at District Synod and other gatherings to form good relationships.
- Respond to new project opportunities in pursuit of the Net Zero with the Grant Funding Enabler.
- Promote training opportunities and local Net Zero community events.
- Support churches in calculating their carbon footprint; including analysis of bills.
- Work with other local and regional organisations, representing the district and its associated circuits and churches.

**Other Duties:**

- Any other duties and responsibilities that are identified by the Net Zero Officers line manager that are within their capabilities and level of responsibility, and that are in line with the existing and developing needs of the Yorkshire North and East Methodist District.

**Training Requirements:**

- To fulfil the requirements of the post there may be additional mandatory training requirements in areas not exhaustive to First Aid, Safeguarding, GDPR, Data Protection, and Health and Safety. Any such required training will be undertaken during contracted hours or it will be recorded as Time Off In Lieu of work (TOIL).

**Terms and conditions:**

- This is a fixed term appointment for **36-months** (3-years)
- Working hours will be **37** hours per week.
- The salary for this post is **£29630 per annum** (£15.40 per hour equivalent)
- Annual leave entitlement for a full-time employee is **33-days** or **244.2 hours** (including public holidays), calculated pro-rata for part-time employees.
- There is a contributory pension scheme to which you will be auto enrolled. Details of contribution rates will be provided on request.
- Two days free of work responsibilities each week.
- All reasonable and agreed expense will be reimbursed.
- Appointment will be subject to satisfactory references.
- Appointment is subject to completion of a satisfactory probation period of 6-months.
- Appointment is subject to a satisfactory enhanced disclosure from the disclosure and barring service.

**Management:**

The Net Zero Officer will be appointed a line manager who in this instance is the Circuits Support Team Leader of the Yorkshire North and East Methodist District and whose responsibility it will be to:

- Become familiar with the work of the Net Zero Officer.
- Determine priorities for the work, working with them to encourage appropriate and relevant responses to new challenges and opportunities.
- Monitor and evaluate training and development needs, offering encouragement and support.
- Ensure access to continual professional development is provided.
- Ensure good and consistent communication lines between all involved stakeholders.
- Act as a "sounding board" to the lay employee.

# Person Specification

**Job Title:** Net Zero Officer.  
**Lay Employee in the** The Yorkshire North and East Methodist District.  
**Location:** Home-based, with the necessity for regular district wide travel.  
**Employed by:** The Yorkshire North and East Methodist District.

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Educated to degree level.		Yes	A, Q
Demonstrable employed work or voluntary experience within an energy, environmental or sustainability role.	Yes		A, I
<b>Specialist Knowledge &amp; Skills</b>			
Employed or voluntary experience supporting the development and implementation of change projects.		Yes	A, I
Ability to collate data and carry out analysis to support evidence-based reporting with critical thinking skills.	Yes		A, I
Knowledge of key relevant legislation and guidance including but not limited to The Climate Change Act 2008 and The Environment Act 2021.	Yes		A, I
Experienced in the drafting, editing and producing of communication in a variety of formats including uploading to the website and effective use of social media platforms.	Yes		A, I
Confident and competent user of IT experienced in the use of Microsoft office packages and social media platforms.	Yes		A, I
An understanding of the importance of GDPR with a willingness to embrace and deliver the Methodist Church's policies in and around this subject.		Yes	A, I
<b>Special Qualities or Aptitudes</b>			
All round understanding of the climate emergency, with the enthusiasm and commitment to address it.	Yes		A, I
Ability to reflect theologically on issues and contexts related to climate emergency.	Yes		A, I
Able to create and maintain healthy and professional relationships with a diverse range of stakeholders.	Yes		A, I
Excellent communication (both written and verbal), organisational and interpersonal skills.	Yes		A, I

Able to lead, influence, manage and motivate volunteers.	Yes		I
Confidence to work along side professional advisors, and engage with and present information to groups.	Yes		I
Whilst it is not a requirement to a requirement to have a Christian Faith, the postholder must have an understanding of the context of care for creation.	Yes		A, I
<b>Any Other Requirements</b>			
To be in sympathy with the mission of the Methodist Church and the Yorkshire North and East Methodist District and to have a willingness to understand, engage with and learn the structures and ethos of the Methodist Church.	Yes		A, I
Demonstrate awareness of, and sensitivity to, issues of Equality, Diversity and Inclusion and a commitment to the unique value of the individual in all aspects of the Church's life as expressed in the Methodist Church's strategy for Justice, Dignity and Solidarity.	Yes		A, I
Able to work flexibly in days and hours as and when necessary to allow for attendance at occasional evening, weekend and daytime meetings around the district.	Yes		A, I
Willingness to undertake appropriate and relevant training at the first available opportunity, as determined by both the developing needs of the post and their line manager.	Yes		A, I
Satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).	Yes		DBS application
Use of own transport for attending appointments and meetings across the district of which some areas have restricted and/or unreliable access to public transport.		Yes	A, I

A Application form

I Interview

W Written Exercise

P Presentation

G Group Exercise

Q Proof of Qualification

**Disability:** Please let us know if you require adjustments making to any aspect or part of the application process and provide us with any information that you feel to be relevant whilst we consider your application. If you are selected for interview we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Be assured that we will be supportive at all times in discussing reasonable adjustments during the application and recruitment process.

**Entitlement to work in the UK:** Any job offer that we make to you will be conditional and subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK, if an offer of employment is made. Should you be unable to demonstrate such permission any offer will be withdrawn.

**Experience, skills, knowledge, and abilities:** The person specification lists the minimum expected requirements for this post. When shortlisting, the selection panel will only consider information that is contained in your application form and assess this against the person specification that you received. They are unable to make assumptions about your previous experiences or the nature of the work that you have done from a list of job titles. It is important therefore that you clearly demonstrate how you meet the requirements.

**References:** As standard, all job offers remain conditional on the receipt of three satisfactory references. One should be from your current or most recent employer, the second from a previous relevant work experience and the third from someone who knows you in a work related, voluntary or academic capacity. Please note that all referees should be able to comment on your suitability to undertake the role.

**Criminal convictions:** Anyone who applies to work with the Yorkshire North & East Methodist District will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record will not necessarily bar you from working for us however this depends on the type of job that you have applied for and the nature of the work that the job involves.

**Data Protection:** The information you provide on both the application and EDI form will be held in the strictest confidence. We process this information in line with our privacy policy. If you succeed in your application for employment, the information will be used in the administration of your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your personal data as described above in accordance with our privacy policy.

**Feedback and complaints:** We aim to treat all applicants fairly at every stage of the recruitment process. We have a duty to ensure that everyone is treated in a non-discriminatory way and we monitor the recruitment and selection process. We hope that you feel that you have been treated fairly, even if you do not get the job. We welcome your feedback to help us with the development of our recruitment and selection process and ask that you send any comments or suggestions to [hr@yorkshirenemethodist.org](mailto:hr@yorkshirenemethodist.org)

# Further Information

**Thank you for taking the time to read this pack. We are actively seeking to appoint a suitably experienced and professional person to facilitate the implementation of Net Zero in Churches and Circuits within the Yorkshire North and East Methodist District.**

To arrange an informal conversation about the role before making an application please contact **Rev Ruth Gilson-Webb** on **07305 350088**.

To make an application please complete and return an application form (attached separately) via email to **support@yorkshirenemethodist.org** before 12pm on **Tuesday 28th February 2023**.

We want to keep the application process as straightforward and as transparent as possible. Applications that match the experience and skills as detailed in the person specification, and which demonstrate relevant knowledge and experience in direct response to the questions asked, will be invited to an interview week commencing 6th March 2023.

For information about how we use, store and retain data under the General Data Protection Regulations (GDPR) 2018, please take a moment to read our privacy policy: <https://www.yorkshirenemethodist.org/privacy-policy/>

## Important Dates

CLOSING DATE	February 28th 2023
INTERVIEW DATE	w/c March 6th 2023
ANTICIPATED START	April/May 2023