



Background

The **Church of England's Net Zero Carbon (NZC) programme** has been established to help the Church of England to deliver its commitment to reaching NZC. It aims to equip, resource and support all parts of the Church to reduce carbon emissions from the energy used in its buildings, schools and through work-related transport.

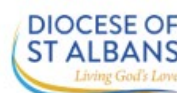
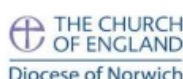
All parts of the Church will need to raise funds to implement this Net Zero plan. The National NZC Fundraising Team lead on the strategy to coordinate and support the plans being developed by our dioceses, churches, cathedrals, schools, and departments to secure the funds needed and distribute grant funding to leverage further fundraising.

We are looking to appoint a Fundraising Officer to work with the Dioceses of Chelmsford, Ely, Norwich, St Albans and St Edmundsbury and Ipswich to identify funding opportunities and secure funding towards delivering net carbon zero projects.

In line with the Church of England's Routemap to NZC, the Dioceses of Chelmsford, Ely, Norwich, St Albans and St Edmundsbury and Ipswich are collaborating on the joint ambition to achieve NZC across our diocesan estates. To deliver this ambition, each diocese has developed a detailed NZC Action Plan to decarbonise the churches, schools and domestic properties for clergy within the dioceses.

Whilst the national Church of England is providing some financial support towards the extensive programme of NZC work, there are other statutory bodies and charitable trusts that are willing to financially assist with net zero (and other environmental improvement) activities.

We are seeking an experienced fundraiser to work across the region and alongside the diocesan NZC teams to lead a strategic approach to NZC fundraising for diocesan housing and churches. This post is fully-funded by the Church of England Net Zero Programme for a period of 3 years. We recognise that this is a specialised role, and training and support will be available for the post-holder both locally and from the national Church of England NZ Fundraising team.



Job Title: Regional Net Zero Carbon Fundraising Officer

Hours: Full-time 35hrs per week

Term: Fixed-term Three Year Post (with an intention to continue subject to securing further funding)

Reporting To: Director of Development, Diocese of St Edmundsbury and Ipswich

Key Relationships:

- Diocesan Environmental and NZC Officers
- Diocesan Church Buildings Teams and Diocesan Advisory Committees
- Parsonage Departments
- Mission and Ministry Teams
- Bishops, Archdeacons and Area Deans
- Incumbents, Churchwardens, Treasurers
- Diocesan and National Giving/Stewardship Advisors
- National NZC Programme Team
- Net Zero Hubs
- Local Authority NZC Teams

Scope of Geographical Coverage:

- Diocese of Chelmsford
- Diocese of Ely
- Diocese of Norwich
- Diocese of St Albans
- Diocese of St Edmundsbury and Ipswich

(Please note the Dioceses of Chelmsford and St Albans include parts of Greater London)

Salary Scale: £35,000 - £38,000

Base: Home-based with travel within the Eastern region. Line management will be in Ipswich.

Job Purpose:

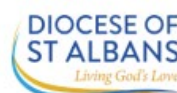
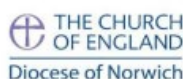
- To lead a collaborative and coordinated approach to NZC fundraising across the five dioceses
- To identify funding opportunities and support Diocesan staff teams to secure, funding to deliver NZC projects and initiatives.
- To contribute to the fundraising infrastructure, culture and capability across the dioceses in furthering their NZC plans.

Key Responsibilities:

- Build productive relationships with funders, local authorities and local NZC partners, including Regional Net Zero Hubs and Community Energy groups in order to identify NZC funding opportunities.
- Create and maintain directories of NZC funding opportunities across the region, including updating the existing Eastern NZC Statutory Funding Directory.
- Work with diocesan officers to develop a pipeline of NZC fundable projects.
- Establish and maintain excellent working relationships with the Regional NZC Learning Coordinator and diocesan colleagues working in the fields of fundraising, church buildings, parsonages and NZC support for parishes.
- Provide fundraising training, support, events and guidance that is accessible to officers and parishes across the region.
- Be aware of, and support the development of, new and emerging funding opportunities such as community energy.
- Support the efforts of Diocesan officers who work with parishes in adapting buildings for community use to help secure external funding.
- Assist with securing statutory and other grants for clergy housing energy efficiency upgrades and retrofit.

Communication, training and support

- Work with Diocesan Communications Teams and NZC/Environment Officers to support the development of a programme of regular communication to parishes on funding opportunities and resources available to support their fundraising efforts.
- Provide key information to ensure diocesan websites are up to date.



- Build good working relationships with clergy and lay people throughout the differing church traditions in the dioceses.
- Create and maintain excellent links with the national NZC Team.
- Create and maintain excellent links with the Regional and National Giving Advisor Network and other organisations.
- Participate in NZ Regional Fundraiser network and share learnings and insights.

Experience and qualifications

Degree-level or equivalent qualification	Essential
Experience of developing and maintaining excellent working relationships with decision makers in grant making organisations	Essential
Experience in securing funding from grant making bodies including statutory/local government	Essential
Experience of delivering training and advice on securing funding and approaches to fundraising	Desirable
Experience of working within the church, heritage or environmental sector, either in a paid or voluntary capacity, ideally in relation to giving or fundraising	Desirable

Skills/Aptitudes

Understanding of the environmental and church fundraising landscape, with particular reference to grants, statutory and community fundraising	Essential
Understanding of, and an ability to develop, good relationships and work with representatives of the churches in the dioceses regardless of their church traditions	Essential
The ability to communicate in a clear and lively manner both in writing and verbally	Essential
Excellent IT competency	Essential
Ability to work collaboratively across a diverse organisation	Essential
Highly organised, able to work to tight deadlines and manage conflicting priorities across multiple clients/stakeholders	Essential
Ability to deal sensitively and diplomatically with a range of people	Essential
An understanding of diversity and cross-cultural dynamics	Essential
Ability to maintain a high level of confidentiality	Essential
Full driving licence and access to own vehicle	Essential
Willingness to travel across the region	Essential
Willingness to undertake occasional events in the evenings or at weekends	Essential
An understanding of, and a commitment to the promotion of, the principles and practice of Christian generosity and giving and a willingness to teach others	Desirable
An understanding of the challenges facing local churches	Desirable
An understanding of the range of digital giving technologies available to churches	Desirable

Character and personal qualities

In sympathy with the ethos of the Church of England and comfortable engaging with a worshipping community	Essential
Have a clear customer-focused outlook	Essential
Be strongly self-motivated, with the ability to work well both independently and as part of multiple teams	Essential

Any Other Duties

The post holder will be required to work occasional evenings and weekends as required

The post-holder may be required to visit churches and attend meetings in-person.

Whilst the use of public transport is encouraged, access to a vehicle insured for business purposes is essential.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post-holder, and you may be asked to perform any other duty as directed from time to time.

Salary	The salary range for this post is £35,000 - £38,000
Contract Type	This is a fixed term contract until end 2028. Continuation of the post after 2028 is dependent upon further funding being secured.
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Full-time 35 hours per week Monday to Friday. We operate a hybrid working policy with office working days to be agreed with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days pro-rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas).
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month.
Place of work	Home-based with travel throughout the Eastern region. Line management meetings will be in Ipswich. Travel costs incurred travelling from outside the region to work within the region cannot be reimbursed.

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The five dioceses are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

All appointments are subject to acceptable pre-appointment checks, including a satisfactory DBS check where required.

For an informal conversation please contact Lucy De Las Casas, Director of Development, on 07955 279985 or email on lucy.delascasas@cofesuffolk.org to arrange a suitable time for a chat.

Application packs available from: Diocese of St Edmundsbury & Ipswich website <https://www.cofesuffolk.org/vacancies>

Applications marked 'Confidential Application' to be sent to: HR at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ. **Please note:** Applications will only be accepted on our application forms. Please do not apply directly from online jobsites or send CVs. Information submitted by candidates as part of the recruitment and selection process will be shared securely with members of the selection panel from the Dioceses of Chelmsford, Ely, Norwich, St Albans. Privacy policies are available on the website of each diocese.

Closing Date for Applications: Tuesday, 18th November 2025

Interviews: Wednesday, 3rd December 2025

