

Job Title: Carbon Projects and Data Officer

Responsible to: Net Zero Delivery Director

Main Purpose: To support the implementation of the Net Zero Action Plan (NZAP) of the Scottish Episcopal Church (SEC) by supporting the development of local carbon reduction projects and be responsible for carbon data collection, analysis, and reporting.

Main Accountabilities:

1. To provide a carbon data service for churches and Dioceses, working alongside Net Zero Working Groups and Diocesan leadership bodies to provide guidance and support on carbon reduction projects and data submissions.
2. To act as Carbon Projects and Data Officer for the SEC, being responsible for carbon data collection and analysis across SEC operations, including monitoring and tracking uptake and utilisation of emissions data capturing tools.
3. To work alongside the Net Zero Team to support development and updates of Diocesan Net Zero Action Plans and identify carbon reduction opportunities and projects for top 25% of energy-consuming churches.
4. To provide regular reports and feedback from Diocesan net zero activities to the Net Zero Delivery Director and wider Net Zero Team.
5. To help and support the Net Zero Team and the Net Zero Delivery Director as other duties may arise in the delivery of the Net Zero Action Plan

Duties and Responsibilities:

1. To ensure the Provincial Environment Group and other Provincial and Diocesan bodies have up to date emissions data reports as required.
2. To work with the Net Zero Team to help Dioceses develop and update Net Zero Action Plans, outlining key levers of change and policies required to achieve Net Zero by 2030, gaining sign off from relevant Diocesan bodies.
3. To maintain the Net Zero Toolkit and future material with appropriate knowledge and guidance on emissions foot-printing and carbon reduction projects.
4. To design new methods of contextualised data collection across emissions scopes 1 and 2 and develop a framework for Scope 3 emissions, such as travel.
5. To ensure resources, guidance and other materials are available on the relevant online platforms, providing webinars and in person training as required.
6. To ensure accurate reporting and monitoring of charges emissions data, encouraging 95%+ completion of emission returns data and empowering charges to measure and track data, aggregating this data at Diocesan and Provincial levels.
7. To collect other relevant KPI data to provide relative and absolute emissions data across the SEC operations.
8. To keep up to date and provide guidance on relevant grant funding sources and knowledge about the latest available grants, trusts, government schemes and internal funding sources which may apply to carbon reduction projects.

9. To work with the Net Zero Team to develop a programme of work to encourage carbon reduction and energy projects, enabling Churches utilise emissions data at national, regional, and local levels to identify carbon reduction potential.
10. To seek out learning opportunities, partnerships, and projects with other organisations and groups a view to providing project support to SEC congregations and the Net Zero Team.

Person Specification:

	Essential	Desirable
Qualifications:		
Degree, equivalent higher professional qualification in any discipline	✓	
Degree in an engineering or mathematical field		✓
Knowledge and Experience		
Comprehensive knowledge and understanding of Net Zero, and Emission Scopes, and ability to apply this to a faith-based organisation.	✓	
Excellent numerical skills and experience conducting data analysis and reporting	✓	
Knowledge of carbon reduction in the built environment		✓
Knowledge of carbon reduction projects in heritage buildings		✓
Ability to adapt and solve common project management problems.	✓	
Experience of stake holder engagement, community outreach, and/or group facilitation		✓
Experience running and/or arranging workshops and training on reducing carbon emissions in buildings.		✓
Understanding of Carbon / Environmental Management systems (such as ISO 14001:2015, GHG Protocol, Science Based Targets Initiative)	✓	
Knowledge of SMART objective setting, KPIs and how to apply them		✓
Experience working cooperatively and collaboratively within a remote team	✓	
Skills and Abilities:		
Strong communication skills, being able to communicate data analysis to a broad range of audiences	✓	
Ability to interpret data for prioritisation and provide a critical eye to carbon reduction projects	✓	
Excellent remote team-working skills working with confidence using video conferencing platforms	✓	
Competent with IT, including Microsoft Office platforms, PowerPoint, Excel and Word	✓	
Able to provide straightforward 'step-by-step' guidance on carbon reduction projects	✓	
Ability to produce written reports and planning documents		✓
Excellent interpersonal, written, digital, and oral communication skills	✓	
Teamwork and collaboration skills	✓	
Personal Qualities:		
Analytical thinking	✓	
Able to find ways to inspire people into action	✓	
A team player	✓	
Able and willing to travel within Scotland	✓	
Supportive and adaptable to ever changing demands	✓	
Able to introduce innovative approaches that can be used to improve building performance, reduce costs, increase quality, and improve quality of life in a building		✓