

DIOCESE OF SALFORD

Job Title:	Diocesan Head of Environment		
Department:	Office of the COO		
Reports to (job title):	COO, with very close working relationship with the Bishop of Salford		
Accountable to:	COO		
Responsible for:	Laudato Si Centre		
Key Relationships:	Bishop of Salford		
Location:	Time will be split between Cathedral Centre and Wardley Hall	Travel Required:	Some local travel in the diocese and occasional national travel will be required.
Level/Salary Range:	Competitive dependent upon skills and experience	Position Type:	Full Time - Permanent
Hours of Work:	35 hours per week	Holidays	25 days, plus 5 closure days at Christmas and Easter, plus statutory bank holidays
Overview and Job Purpose:			
<p>Leading transformation in keeping with Pope Francis's Laudato Si Encyclical and providing strategic leadership and direction to support the delivery of environmental practices across the Diocese of Salford and beyond. Developing, implementing, and maintaining the environmental policy and strategies of the Diocese, alongside programmes to support transformation. Managing the development and maintenance of the Laudato Si Centre, the Flagship Centre for the Diocese. Developing and nurturing a range of partnerships to support environmental research, communication, education, and business operations.</p> <p>The post holder will be a senior environmental lead who can demonstrate outstanding skills in strategic planning, financial management, communication, and leadership.</p>			
Job Description:			
<p>This is a complex and wide-ranging role which will demand an exceptional environmental leader who places Catholic social teaching at the centre of all policies, strategies and practices developed, to deliver effective environmental management and transformation across the diocese. The successful applicant will possess an enthusiastic, determined, and energetic approach. The key responsibilities of the role are:</p>			

- Ensuring that all environmental practices are rooted in the message of the Laudato Si Encyclical and Catholic social teaching.
- Providing effective strategic leadership and planning across the Diocese and developing Environmental Policy, Strategy and Plans.
- Leading the development of the Laudato Si Centre and managing it once developed.
- Providing strategic and financial planning to ensure the viability of the Laudato Si Centre.
- Leading and managing staff and volunteers within the Laudato Si Centre.
- Leading the development and delivery of research and educational programmes from the Laudato Si Centre, with diverse stakeholders across the Diocese and beyond.
- Working with internal and external stakeholders to source funding opportunities and assist on large capital bids and fundraising campaigns.
- Developing and nurturing a range of partnerships to deliver environmental practices and associated human transformation, and to support environmental research, communication, and education.
- Acting as a champion for environmental issues and providing information, training, and presentations on the themes of Laudato Si, together with practical advice to parishes, schools, and other groups within the Diocese.
- Ensuring positive communication and media representation for environmental matters.
- Participating in and developing networks across other dioceses to ensure the sharing of good practice with other relevant faith and community groups.
- Providing recommendations, reports, and advice, including progress reports to monitor progress and performance.
- Keeping at the forefront of environmental initiatives, practices, and legislation.
- Being a highly visible and positive ambassador for the Diocese.

The Diocese is seeking an individual who will support the Bishop and COO and work with parishes, schools, and communities across the Diocese and beyond to build upon our current environmental developments.

PERSON SPECIFICATION		
	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none"> • A relevant degree in Environment Science/Studies 	<ul style="list-style-type: none"> • A higher degree in a relevant subject
Experience:	<ul style="list-style-type: none"> • At least 5 years' experience working in a similar role within a medium/large and diverse organisation. 	
Knowledge and skills:	<ul style="list-style-type: none"> • A sound and demonstrable understanding of Catholic Social Teaching and the Laudato Si Encyclical 	<ul style="list-style-type: none"> • Experience of managing capital developments

	<p>together with their practical application to human transformation.</p> <ul style="list-style-type: none"> • Extensive experience in environmental leadership and management. • Leading and managing people. • A persuasive and passionate communicator with excellent interpersonal and presentational skills. • Experience producing high quality reports and correspondence. • Ability to deal confidently with a wide range of individuals and organisations at a senior level. • Financial planning and budgeting. 	<ul style="list-style-type: none"> • Experience of successfully sourcing and bidding for capital funding
Personal qualities:	<ul style="list-style-type: none"> • Dynamic and enthusiastic about the role with an ability to prioritise own workload and work with the minimum of supervision. • Passion, integrity and positive attitude. • Demonstrable personal and professional commitment to environmental sustainability. 	
Other requirements:	<ul style="list-style-type: none"> • <i>This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.</i> • <i>All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.</i> 	
<p>The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.</p>		

Other Information:

References and Reports

- Two professional references will be required.
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Probationary period: This position is subject to completion of an initial probationary period of six months.

Driving: A driving license and access to a vehicle will be required along with the ability to travel regularly to various parts of the Diocese.

All Diocesan employees are expected to work with the highest standards of conduct at all times. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant and hospitable working environment.

Compiled By:	Pauline Morgan	Date:	April 2020
Reviewed By:	HR	Date:	June 2020

I accept and agree with the details contained in this job description.			
Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures https://www.csas.uk.net/procedures-manual/			
Print Name:		Date:	
Signature:		Department/Parish:	

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