

**Renewable Heating & Energy Adviser**

**Diocese of Newcastle**



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**[www.newcastle.anglican.org](http://www.newcastle.anglican.org)**

Newcastle Diocesan Board of Finance. A Company Limited by Guarantee and a Registered Charity. Registered in England number 650977. Registered office:  
Church House, St John's Terrace, North Shields NE296HS

## Renewable Heating & Energy Adviser

- **22.5 hrs a week** which may be worked flexibly by agreement.
- **£24,000 (FTE £40,000)**
- **The post is offered as an 18-month fixed term contract.**  
This may be extended depending on funding.
- **This post will be based from:** Church House, St John's Terrace, North Shields NE29 6HS, to be worked flexibly with travel around the Diocese
- **Responsible to:** Net Zero Programme Manager

The Renewable Heating & Energy Adviser is an exciting new role helping to enact diocesan strategy as it relates to the Diocese of Newcastle's commitment to becoming a greener, net zero carbon Diocese, responding to the fifth mark of mission: to strive to safeguard the integrity of creation and sustain and renew the life of the earth. As heating and energy use are a major source of emissions for the Church, the Renewable Heating & Energy Advisor will play a key part in helping churches and the Diocese reach net zero.

### Context

In February 2020 General Synod set the Church of England an ambitious challenge: to reach net zero carbon across our parish, cathedral, diocesan and school estates by 2030. The Route-map to Net Zero Carbon by 2030 is hugely ambitious, but the process is as important as the target. The final Route-map has been a balancing act between the urgency of action, and the very real constraints within which we work to find a way forward in a timely and realistic way. Recruitment to this post is one of the key enablers to meeting this challenge.

### About the Diocese of Newcastle

The Diocese of Newcastle is the Church of England's most northerly Diocese. Formed in 1882 the Diocese covered an area almost equivalent to the then County of Northumberland. With 169 parishes across 2,110 square miles the Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria.

Under the episcopal leadership of our diocesan bishop, the Rt Revd Dr Helen-Ann Hartley and the suffragan Bishop of Berwick, the Rt Revd Mark Wroe, we are resourced by two Archdeacons, and a team of lay and ordained officers who support the development of mission and ministry across the Diocese of Newcastle. Our Cathedral, under the leadership of The Very Revd Lee Batson, is a vibrant place of significance and worship.

There are 12 deaneries within 2 archdeaconries (Lindisfarne and Northumberland) which serve a population of 831,600 people across a variety of communities ranging from sparse rural to market towns, suburban and larger inner-city areas. We have a current cohort of 107 stipendiary clergy (office holders) as well as 26 self-supporting clergy and 43 Readers alongside a number of chaplaincies, pioneers, and new and emerging worshipping communities.

A small administration team is based at Church House, North Shields. Church House is also the base for the Joint Education Team and Joint Communications Team (both serving the Dioceses of Durham and Newcastle), the Lindisfarne College of Theology and a well-stocked Religious Resources Centre.

## KEY RELATIONSHIPS

Internal	External
NZC Programme Manager, fundraiser & team	Church wardens, parish volunteers
Church Building Support Officer	Contractors, suppliers
Diocesan Advisory Committee Secretary	Wider stakeholders
Archdeacons	
Parish Clergy	
Parochial Church Councils (PCC)	
National Net zero team	

## **DUTIES & RESPONSIBILITIES:**

### **Key Responsibilities**

Working closely with the fundraiser and other team members, the Renewable Heating & Energy Adviser will:

- Provide impartial advice and information on energy efficiency and renewable energy options for Church properties that are appropriate, feasible and affordable
- Help parishes to identify the best options then work with them to plan and carry out improvements and installation of new equipment
- Oversee improvement and installation projects, working with colleagues, parishes, contractors and other stakeholders to ensure successful completion
- Carry out site surveys and draft reports or other documentation required to guide the project
- Work closely with the Funding Adviser to identify funding sources and support parishes to apply for grants to fund energy projects
- Provide or signpost to reliable, relevant sources of professional advice and expertise on all aspects of carrying out renewable energy projects in church properties
- Work with the Church Building Support Officer & Diocesan Advisory Committee Secretary to develop understanding of Church properties and procedures, propose and enable effective solutions that reduce emissions.
- Work with colleagues in the Net Zero Team to support the Diocese to achieve its Net Zero Action Plan by 2030.
- Assist the Net Zero Programme Manager and team as other duties may arise in the delivery of the Net Zero Action Plan commensurate with the level and scope of the post

## General Responsibilities

The post holder will comply with all standards, policies and procedures set by the Diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

The post holder is required to:

- support the ethos, aims and objectives of the Church of England and the Diocese;
- keep up-to-date and inform the working group with developments in their area of work;
- participate in performance management and appraisal;
- engage in training and continuous professional development activities.

The post holder will be required to travel across the Diocese and to meetings in other locations.

The post holder will sometimes be required to work outside normal office hours, including evening and occasional weekend working, which will be subject to time off in lieu.

The Diocese of Newcastle is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Diocese, following appropriate consultation.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Degree or equivalent professional experience in engineering, Environmental Management, or similar relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>Further qualifications in renewable heating, energy or similar.</li> </ul>
Knowledge & experience	<ul style="list-style-type: none"> <li>Comprehensive, up-to-date knowledge and understanding of low carbon energy technologies and systems, with ability to apply this to a faith-based organisation.</li> <li>At least 3 years' experience managing similar projects from inception to completion</li> <li>Broad practical knowledge across different types of renewable energy systems for heat &amp; lighting</li> <li>Knowledge of regulations and standards required</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of available grants &amp; funding for renewable energy projects</li> <li>Knowledge of relevant stakeholders and sources of assistance</li> <li>Experience of dealing with Church properties or large buildings</li> <li>Networks of suppliers &amp; other organisations with relevant expertise.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>At least 3 years' experience working effectively on own initiative and collaboratively as part of a small team.</li> <li>Demonstrable experience of finding creative, practical solutions.</li> <li>Adept at managing and prioritising competing demands.</li> <li>Excellent communication skills with a wide variety of people; able to explain technical concepts in simple terms</li> <li>Good written and IT skills</li> </ul>	
Other	<ul style="list-style-type: none"> <li>As travel to locations around the Diocese will be a key part of this role, a clean driving licence and access to a car is essential.</li> </ul>	

## Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Church of England exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

## Standards of Behaviour and Conduct

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

## Health and Safety Responsibilities

The Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

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**Closing date for applications:** Monday 18 August 2025 9am.

**Interview date:** 17<sup>th</sup> September 2025 at the Newcastle Diocesan Offices.

For application details please click [here](#)

For wider information about the Diocese visit: <https://www.newcastle.anglican.org/>

To arrange an informal conversation about the role please contact Ruth O'Hagan email: [info@newcastle.anglican.org](mailto:info@newcastle.anglican.org)