



**Job Title:** Eco Church Officer - Wales

**Reporting to:** Helen Stephens, Church Relations Manager

**Department:** Churches Team

**Job Type:** Permanent

**Hours:** 30 hours per week (willing to consider full time for an exceptional candidate)

**Salary:** £26,000-28,000 per annum (prorated) plus 7% employer's pension contribution

**Location:** The post will be home-based (with some travel within the region required). The post holder will also be required to travel to the Brentford office one day a month.

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**Context:**

A Rocha UK is a unique Christian nature conservation charity, mobilising Christians and churches to care for the natural world. We run conservation activities across the UK, on our own nature reserves and on land managed by our partners; we equip and inspire Christians to enjoy, nurture and defend nature; and we manage the Eco Church scheme.

Our Eco Church programme helps churches of all different shapes, sizes and traditions along the journey of caring for the environment - from making rural churchyards wildlife-friendly to reducing greenhouse gas emissions by installing solar panels on urban rooftops, to speaking up for governments to act. The scheme is growing rapidly with over 4300 registered churches and over 1,600 awards given to date.

**Purpose of Job:**

To respond to the increasing demand for Eco Church and related denominational schemes and a need to enable churches to move faster and deeper, we are expanding our Eco Church support team. We are seeking to recruit an Eco Church Officer for Wales to mobilise many more churches across the country to take effective action on the environment through Eco Church. This new post will play a key role in assisting in the delivery of our strategic goal of seeing 25% of churches in the UK committed to caring for creation by 2025. A wider aspect of the role is also to contribute to the other goals, such as that to see 75,000 acres of Christian-managed land working for nature and cutting carbon by 2026.

**Key responsibilities:**

**Enable and support further uptake of Eco Church and A Rocha UK's wider work with churches in Wales in the following key areas:**

**Mobilising churches and relationship management**

- Identifying newly signed Eco Churches and working to connect them with existing EC networks
- Helping create new area Eco Church networks, to connect proximate Eco Churches for mutual support and sharing learning
- Organise, promote and support regional events/conferences e.g. for churches and Eco champions
- Building on relationships with Cytûn (Churches Together in Wales), the Church in Wales' Climate Change champion and other key posts
- Establishing strong connections between e.g. other local greening schemes and regional / local environmental bodies e.g. Renew Wales

**Communications**

- Assisting the Church Relations Manager with writing segments for Eco Church Connect, the Eco Church programme's bi-monthly email newsletter, the Churches segment of eNews and other key communications
- Contributing to the ongoing maintenance and development of Eco Church resources, especially those in Welsh and developing resources for more local / regional application.
- Updating the Communications Officer, Supporter Relations Officer and staff and volunteer speakers on the latest Eco Church statistics and other relevant information (in conjunction with wider Churches team)
- Assisting with mailings to church contacts as required

**Speaker and event support**

- Speaking at churches and other engagements to promote Eco Church and ARUK's work as a whole
- Assisting the Church Relations Manager with organisation of events such as Eco Church conferences, reserve demonstration days for churches, speaker training events
- Working closely with the volunteer Speaker Coordinator in maintaining the log of A Rocha UK speaker requests, dealing with enquiries concerning speaker requests, and undertaking follow-up work after speaking engagements
- Providing staff and volunteer speakers with resources for speaking engagements in liaison with the Supporter Relations Team

### **Eco Church programme administration**

- Contributing to the administration associated with the Eco Church programme registration and award process, especially assessing potential Gold awards
- Dealing with enquiries and providing advice to church contacts and others about the Eco Church programme (in close coordination with the Volunteer Advisers Network)
- Entering and maintaining accurate data relating to churches, denominations and related contacts on the customer relationship database and, where required, on the Eco Church platform
- Providing summary data, reports and analyses from the database and the Eco Church platform relating to the churches registered in the Eco Church programme
- Assisting the Church Relations Manager in developing and running the associated Eco Diocese, Eco District & Circuit and Eco Synod schemes

### **Eco Church platform**

- Dealing with enquiries and answering queries about the EC platform, providing support to users with queries relating to the operation of the EC platform and all aspects of the Eco Church survey.
- Undertaking any administrative or data housekeeping work required by the EC platform

### **Contribution to wider team tasks and team life**

- Undertaking data cleaning relating to churches and church contacts on the database as required
- Undertaking other administrative tasks or projects for the Church Relations Manager or Churches Team as required

### **Person specification:**

#### **Essential requirements**

- Educated to degree level or equivalent experience
- Fluent Welsh speaker and able to produce clear documents in written Welsh
- Self motivated and able to work effectively from home / remotely
- Able to work evenings and weekends for e.g. speaker engagements typically once a month (with Time Off in Lieu)
- Adaptable to changing organisational needs, systems and structure
- A fast learner
- Ability to travel regularly by public transport or own vehicle in order to meet the needs of the role (expenses will be reimbursed)
- A practicing Christian: A Rocha is a non-denominational Christian charity with a deep commitment to our faith, community and cross-cultural collaboration. This requires all staff to participate fully in the spiritual life of the organisation, including regular collective prayer and reflection, annual staff residential retreat etc.

#### **Key competencies & skills**

##### **Essential:**

- Excellent organisational and multitasking skills, able to meet deadlines and prioritise the workload

- Strong on getting the detail right and aware of the big picture
- Strong interest in the environment
- Excellent written and verbal communication skills
- Strong people focus and motivation to deliver an excellent service
- Information management skills and IT proficiency in standard office packages (Word, Excel)
- Able to work on own initiative and as part of a team
- Enjoy working in a diverse team environment with a combination of office based and remote staff and volunteers
- Experience in one or other of the following, or demonstrable ability to learn fast:
  - Working in a public facing role
  - Information management and communication skills

**Desirable:**

- Event planning and coordination
- Growing networks - e.g. networks of churches to support each other
- The use of social media for marketing
- Experience of remote working and being part of a geographically distributed team
- Needs to be able to work from a location with fast broadband speeds sufficient for intensive video communication

**Application details:**

To apply for the Eco Church Officer - Wales post, send a CV of no more than two pages including the names/contact details of two referees, along with a covering letter explaining why you want the job and how you meet the job specification, to Helen Stephens, Church Relations Manager, at [ukjobs@arocha.org](mailto:ukjobs@arocha.org). Please note that referees will not be contacted unless a job offer is made.

The closing date for applications is **9 am on Thursday 27 January 2022**.

**Interviews will be held in the week beginning 7 February 2022.**