

Fundraising Adviser – Net Zero Team

Diocese of Newcastle



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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

Overview

Fundraising Adviser – Net Zero Team

- **18.75 hrs a week**; to be worked flexibly by agreement.
- **£15,000 (FTE £30,000)**
- **Duration: 18 months** freelance or employment contract; may be extended subject to funding.
- **Location:** Office base will be Church House, St John's Terrace, North Shields NE29 6HS, with flexible/ hybrid working arrangements to be agreed with Line Manager.
- **Responsible to:** Net Zero Programme Manager

PURPOSE

The Diocese of Newcastle is committed to becoming greener as it responds to the Church of England's ambitious goal of reaching net zero carbon by 2030, while striving to safeguard the integrity of creation and sustain and renew life on Earth.

The Diocese is creating a new team, led by the Net Zero Manager, and is now seeking a fundraising adviser to identify and secure grants to support our efforts to become more sustainable and reduce emissions.

CONTEXT

In February 2020 the General Synod of the Church of England set an ambitious challenge: to reach net zero carbon across our parish, cathedral, diocesan and school estates by 2030. We have created a route map to achieve this, balancing the urgency of action needed with the very real operational constraints we face, aiming to find a way forward in a timely and realistic way. This fundraising adviser role is one of the key enablers to meet this challenge.

About the Diocese of Newcastle

Formed in 1882, the Diocese of Newcastle is the Church of England's most northerly Diocese. With 169 parishes across 2,110 square miles, it covers the local authorities of Northumberland, Newcastle, North Tyneside and 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 have two Archdeacons and a team of lay and ordained officers who support the development of mission and ministry across the Diocese. 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 varied communities, ranging from sparsely populated rural to market towns, suburban and inner-city areas. We have 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, which is also the base for the Joint Education Team and Joint Communications Team serving the Dioceses of Durham and Newcastle, Lindisfarne College of Theology and a well-stocked Religious Resources Centre.

KEY RELATIONSHIPS:

Internal	External
Net Zero Programme Manager & team	Churchwardens, parish volunteers
Generous Giving Team	Funding bodies, such as grant making trusts, Lottery, local authorities, community energy hub, etc.
Church Buildings Support Officer	
Parish Clergy and other support	
Parochial Church Councils (PCC)	

Duties & Responsibilities

KEY RESPONSIBILITIES

With in-depth knowledge of funding streams applicable to church buildings, including Government grants, you will:

- Lead, in collaboration with the Net Zero Manager, on identifying and applying for funding to continue and develop the team's work towards net zero
- Work closely with the Renewable Heating & Energy Adviser to help parishes take forward community energy, building improvements and any other projects identified as requiring support
- Guide and support parishes in preparing grant applications and, if successful, with monitoring requirements
- Research and promote relevant potential sources of funding
- Liaise closely with the Generous Giving team to identify opportunities for potential collaboration
- Work with the Net Zero Manager and Communications team to promote grant opportunities and create 'good news' case studies
- Work with the Net Zero Manager to draft progress reports to funders (as appropriate).
- Track bids and outcomes to provide quarterly reports on targets
- Create and maintain accurate records covering all aspects of the role

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 will be required to travel across the diocese and to meetings in other locations on a regular basis, and may be required to work outside normal office hours including occasional weekend working, 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. 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.

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.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Experience	At least 3 years' experience in fundraising, sales or marketing Track record of writing successful grant proposals and other fundraising materials	A degree (or equivalent) in communications, business, public relations or related field Certificate, diploma or similar qualification in fundraising.
Skills and Knowledge	Exceptional communication and purpose-driven relationship-building skills Ability to collaborate with and motivate colleagues and volunteers. Strong attention to detail. Ability to successfully prioritise multiple tasks Confidence in public speaking to diverse audiences	Competence with donor management systems. Using social media and digital skills to engage communities and promote funding opportunities
Personal Qualities	Flexible, creative approach Ability to work on own initiative and collaborate effectively as part of a small team. In sympathy with the aims and mission of the Church of England.	
Other	As travel within the Diocese will be required on a regular basis, a driving licence and access to a car	

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Closing date for applications: Monday 12 January 2026 at 9am.

Interview date: 29 January 2026 at Church House, St John's Terrace, North Shields NE29 6HS

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 at info@newcastle.anglican.org