

JOB DESCRIPTION

JOB TITLE: ENVIRONMENTAL MONITORING PROJECT OFFICER (HISTORIC CHURCHES)

EMPLOYER: CHERIBIM LTD

RESPONSIBLE TO: Director

RESPONSIBLE FOR: N/A

MAIN PURPOSE OF THE ROLE

To support churches across South Yorkshire and roll out “plug-and-play” remote environmental monitoring sensors at up to 100 historic buildings disseminating key information. This is an innovative and ground-breaking project that has the potential to transform not only how the Diocese approaches carbon net zero but historic buildings across the nation.

MAIN DUTIES & RESPONSIBILITIES

- Work closely with the Cheribim team and local church representatives to on-board up to 100 church groups to host the equipment
- Help specify, procure and allocate remote environmental monitoring (Internet of Things - IoT) sensors for historic church buildings and thereafter lead on the roll-out and monitoring of the systems
- Act as first point of contact to churches with queries about the project or their devices
- Lead on the content for the communication of project aims, values and progress to participants and stakeholders
- Contribute to monitoring and evaluation of project progress
- Create and manage social media/online posts
- Build relationships with the churches participating in the project and getting to know their buildings, gathering information about their circumstances and context, as well as upskilling them in the use of, and disseminating information about the technologies used by the project
- Create a guided series of resources about passive and low-intervention means of lower energy consumption whilst maintaining thermal comfort in historic buildings in collaboration with Robyn Pender, Historic Buildings Physicist and thermal performance expert.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Training	Educated to A-level or equivalent	Degree level qualification or equivalent experience
Experience	<ul style="list-style-type: none"> • A track record of executing successful projects • Experience of developing processes to enhance efficiency and effectiveness • Experience of scoping, planning, implementing and evaluating projects • Broad administrative experience • Experience of using social media, creating videos, blogs etc 	<ul style="list-style-type: none"> • Experience of developing administration models • Experience of working with volunteers
Skills	<ul style="list-style-type: none"> • Excellent communication skills • Strong attention to detail • Ability to prioritise tasks and meet deadlines • Excellent IT skills • Team player able to work collaboratively 	<ul style="list-style-type: none"> • Ability to innovate and problem solve • Customer service skills
Personal Attributes	<ul style="list-style-type: none"> • Be comfortable working online and in person • Willing to learn and develop • Passionate about environmental sustainability and Net Zero • Willingness to travel across the Diocese to support the participating churches 	<ul style="list-style-type: none"> • Interested in the historic built environment • Access to a car and full driving licence