

Net Zero Task Group Convenor Role Description

Role Title	Convenor of Net Zero Task Group Committee
Governance Area	Faith in Action
Main Points of Contact	Head of Public Issues, Deputy General Secretary (Faith in Action)
Connected Roles	none
Sources of Support	Faith in Action Committee, Offices of General Assembly staff
Location	Meetings will mostly be online. Any occasional in-person meetings are likely to take place at URC Church House, London.
Time Commitment	Approx. six online meetings per annum (dates and times suitable for the membership of committee) plus additional follow-up work between meetings.
Remuneration	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers while supporting the work of the Net-Zero Task Group will be reimbursed, in accordance with the URC expenses policy.

Background: The General Assembly established a Net Zero Task Group (NZTG) in 2022 to lead and oversee the URC's urgent efforts to reduce its carbon footprint across all areas of church life, with the specific goal of achieving net zero emissions of greenhouse gases by 2030.

The group was led by a Chair from its formation, who was invited to serve by the Deputy General Secretary (Mission). From 2026, it is desired that the role is brought into line with updated recruitment policies, is renamed as Convenor, and this convenor will be appointed in accordance with the URC's safer recruitment process.

Committee Summary: The Net Zero Task Group supports the URC's progress in reducing its carbon footprint through sharing information and analysing data. The NZTG is producing materials, to be accessed via the URC website or the new URC resources hub, which help congregations, committees and synods to make informed decisions about how to use church resources to benefit rather than harm creation, including humanity. Since General Assembly 2024, synods have been asked by General Assembly to report annually their net-zero progress to ensure accountability, tracking progress in energy use, buildings and travel, allowing the Net Zero Task Group to monitor overall progress and support local churches.

Principal responsibilities and duties

Convening and Running Meetings

1. Work with the NZTG to ensure that the agenda covers the appropriate items for discussion throughout the year.
2. Ensure that the work of the NZTG remains within its approved Terms of Reference (and delegated authority from General Assembly or URC Trust).
3. Enable equal participation from the membership of the NZTG.
4. Approve minutes of each meeting for timely circulation to its members.
5. Ensure that the task group's risk register is reviewed at appropriate intervals during the year and any necessary actions taken.
6. Submit the task group's up-to-date risk register as part of the annual review.
7. Work with the task group to develop, and keep under review, a three-year plan of the group's work and matters to go to General Assembly.

General Assembly/Assembly Executive

1. Ensure appropriate papers for General Assembly and/or Assembly Executive are provided by the relevant deadline.
2. Present papers and associated resolutions to General Assembly or Assembly Executive with support from the Deputy General Secretary (Faith in Action) or Head of Public Issues as appropriate.

Oversee Task Group Membership

1. Ensure that the membership of each NZTG is diverse and meets the URC's current expectations in terms of Equality, Diversity and Inclusion.
2. Work with the Offices of General Assembly staff to follow safer recruitment procedures in seeking new members of the group as vacancies arise.
3. Provide a list of appropriate names to the Nominations Committee for them to make final nominations to General Assembly.

Training

Undertake training in key areas as highlighted within the induction and through ongoing conversation with the Senior Leadership Team, such training to include anti-racism training.

Working with other Committees and Volunteers

The Convenor of the NZTG will report to the Faith in Action Committee when appropriate during the year, to give updates on progress and ask for support or input.

Expected Standards

This section refers to the way in which the role should be done as opposed to the duties/responsibilities themselves.

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
4. Ensure compliance with safeguarding practice.

This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.

Person Specification

Role: Convenor of the Net Zero Task Group		
Requirements	Essential	Desirable
Experience and Knowledge	<ol style="list-style-type: none"> 1. Demonstrable understanding of climate change, environmental sustainability and the practical challenges of achieving net zero carbon targets within organisational or community settings. 2. Knowledge of governance, committee structures and accountability processes, including agenda planning, oversight of terms of reference, risk management and strategic planning. 3. Experience of chairing, convening or leading committees, working groups or collaborative forums in a way that enables inclusive participation. 4. Understanding of the United Reformed Church's mission, values and structures, particularly in relation to Faith in Action and the role of General Assembly, synods (including Green Apostles) and committees. 5. Experience of working with data, reports or information-sharing processes to monitor progress and support informed decision-making. 6. Awareness of Equality, Diversity and Inclusion principles and their application in volunteer recruitment, team development and committee life. 7. Understanding of safeguarding responsibilities and safer recruitment practices. 8. A URC member 	<ol style="list-style-type: none"> 1. Understanding of the theology of caring for God's creation. 2. Experience of leading or supporting net zero, sustainability or environmental strategy implementation within churches, charities, voluntary organisations or comparable institutions. 3. Familiarity with carbon reduction measures relating to buildings, travel, energy use and organisational resource management. 4. Knowledge of the United Reformed Church's structures, policies and reporting procedures. 5. Experience of preparing formal papers, reports or recommendations for committees and General Assembly. 6. Understanding of risk register development and oversight. 7. Experience of supporting or producing practical resources, guidance or educational materials for diverse audiences.
Skills and Abilities	<ol style="list-style-type: none"> 1. Strong leadership and facilitation skills, with the ability to convene and guide meetings effectively and ensure all voices are heard. 2. Excellent organisational skills, including the ability to oversee agendas, action plans, deadlines and long-term strategic priorities. 3. Ability to work collaboratively with 	<ol style="list-style-type: none"> 1. Ability to inspire and encourage congregations, synods, committees and General Assembly in responding constructively to environmental challenges.

	<p>officers, committee members, volunteers and staff across different contexts.</p> <ol style="list-style-type: none"> 4. Clear written and verbal communication skills, including the ability to present reports and recommendations to senior decision-making bodies. 5. Ability to analyse information, identify priorities and support evidence-based decision-making. 6. Commitment to fostering open communication, equality, diversity and anti-racist practice. 7. Ability to maintain oversight of governance requirements, including compliance, safeguarding and risk management. 8. Willingness to undertake relevant training (e.g. anti-racist training) 9. Good IT skills including Microsoft Office, Zoom and email 	<ol style="list-style-type: none"> 2. Confidence in presenting complex environmental or governance issues in accessible and practical ways. 3. Strategic thinking skills to support the development and review of multi-year plans. 4. Experience of networking and consensus-building across diverse stakeholders.
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The Net Zero Task Group welcomes applications from lay or ordained URC members.