



## CHIEF EXECUTIVE OFFICER

### Job Description

**THE EMPLOYER:** Cumbria Action for Sustainability (CAfS)

**LOCATION:** Eden Rural Foyer, Penrith, Cumbria, CA11 8ET

**REPORTS TO:** Trustees

**HOURS:** 30 hours a week / 4 days a week

**START DATE:** 1<sup>st</sup> September 2019 (to be negotiated)

**SALARY RANGE:** £30,000 to £37,000, per annum pro rata (dependent on experience). Support can be provided towards relocation costs if needed.

**DURATION:** Permanent

### ABOUT CAfS

**Vision:** Towards a zero carbon Cumbria – bringing about a better way of life in balance with our environment.

**Mission:** To empower and enable people, communities and businesses to live and work more sustainably by sharing our knowledge, practice, skills, networks and practical experience. We manage and deliver events, advice, training and practical projects across the county as well as providing specialist consultancy services to enable individuals, communities, businesses and local authorities to drive a shift towards a zero carbon Cumbria.

Our team of 12 highly skilled staff work with a pool of 25 specialist contractors and 30 volunteers to deliver around 20 major, transformational low-carbon projects each year. CAfS is the leading organisation in Cumbria with increasing influence nationally, showcasing low carbon living, energy efficiency improvements, renewable technology and reduced use of fossil fuels, both on a domestic scale and in the community. The charity is driving the shift towards a zero carbon Cumbria and provides information, advice and motivation through events, site visits and practical projects. Now celebrating our 20<sup>th</sup> year, CAfS is the first point of reference in the county for information on sustainability.

CAfS is a friendly, dynamic, professional, and responsive organisation, continually striving to deliver effective projects that make an impact and create a shift. Due to recent growth in the staff team, an increased turnover, and a huge surge in interest and demand for our work, we need to increase our development capacity. Our existing chief executive is moving into a development role in order to focus on developing specific high priority areas in our business plan. We are now seeking a new chief executive with increased hours to reflect the need to develop and grow CAfS, particularly in the light of the increased awareness of climate emergency. This is an extremely exciting opportunity for the right candidate to make a significant difference in the county and further afield.

## **ROLES AND RESPONSIBILITIES**

### **To work with trustees and staff to implement the vision and mission of CAfS**

- 1) To lead and manage the development and continual review of CAfS' strategy and business plan
- 2) To establish and monitor key indicators of the organisation's impact
- 3) To represent CAfS externally and continue to position CAfS as the go-to organisation regarding inspiration on climate change and practical emission reduction activity in the widest sense
- 4) To ensure CAfS builds relationships with politicians, the media, government officials and other key influencers in order to advance the organisation's aims

### **To lead the day to day management of all CAfS activities**

- 1) To ensure that all activity undertaken is in line with CAfS' vision of driving a shift to a zero carbon Cumbria
- 2) To manage relationships with partners and funders and ensure the efficient and timely delivery of projects (maximising the benefits that can arise from integrated planning and delivery)
- 3) To build effective teams so that outcomes are maximised
- 4) To line manage senior staff and ensure clear line management structures are in place
- 5) To take responsibility for staff and volunteer recruitment, supervision and development
- 6) To ensure the organisation's staff and volunteers are focused on achieving its mission and aims
- 7) To maintain the honest, accountable, open and respectful organisational culture

## **To work with trustees to ensure CAfS is financially viable and legally compliant**

- 1) To lead and manage the development and continual review of CAfS' budget
- 2) To establish and monitor key indicators of the organisation's financial health
- 3) To provide strategic direction for fundraising activity; review and direct CAfS' medium-term 3-5 year funding plan ensuring diversity of income and integration with CAfS' business plan
- 4) To diversify the income of the organisation with a particular focus on developing earned income
- 5) To ensure all policies and procedures are up-to date, efficient and effective
- 6) To build an effective working relationship with the board of trustees and ensure the strategic steer given by trustees is implemented
- 7) To supply regular reports to the trustee board and attend trustee and sub-committee meetings
- 8) To ensure compliance with all legal, statutory and regulatory responsibilities including (but not limited to) employment law, health and safety legislation and GDPR
- 9) To maintain awareness and management of risks and changes that affect the organisation
- 10) To carry out tasks and duties from time to time as required by the trustees for the maintenance and development of CAfS