



EVENTS AND TRAINING COORDINATOR – Zero Carbon Cumbria

Job Description

EMPLOYER: Cumbria Action for Sustainability (CAfS)

LOCATION: Eden Rural Foyer, Old London Road, Penrith, CA11 8ET with travel to meetings and events in other Cumbria locations when Covid-19 restrictions allow. Homeworking beyond Covid-19 may be possible by agreement. The role is also likely to involve extensive travel around Cumbria.

REPORTS TO: Project Manager – Zero Carbon Cumbria

HOURS: 22.5 hours a week (3 days). Flexible working hours.

SALARY RANGE: £23,000 - £27,000 per annum full-time equivalent (£13,800 - £16,200 for the 22.5-hour week), depending on skills and experience.

DURATION: Fixed-term contract from Apr 2021 to end Dec 2025 (4.75 years).]

ABOUT CAFS:

Our vision is a zero-carbon Cumbria and we strive to bring about a better way of life, in balance with our environment.

Our mission is 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.

Now in our 23rd year, CAfS is an award-winning charity with a team of more than 20 highly skilled staff, working with a pool of specialist contractors and volunteers to deliver around 20 low-carbon projects each year.

CAfS showcases low-carbon living, energy-efficiency improvements, renewable technology and reduced use of fossil fuels, both on a domestic scale and in the community and is the first point of reference in the county for information on sustainability. CAfS is a dynamic, pro-active and responsive organisation delivering projects that drive real change towards a low carbon future.

BACKGROUND TO THE ZERO CARBON CUMBRIA PROJECT:

CAfS is co-chair of the Zero Carbon Cumbria Partnership (ZCCP), which involves more than 70 organisations spanning the public, private and third sectors with the aim of delivering a coordinated partnership emission reduction programme to bring about a zero-carbon Cumbria by 2037.

CAfS has been awarded £2.5 million from the National Lottery's Climate Action Fund, on behalf of the ZCCP, for a five-year Zero Carbon Cumbria project. Eleven of the organisations in the ZCCP will be involved in directly delivering elements of the Lottery-funded project, to support the goals of the wider partnership.

The Lottery-funded project will tackle some of the main sources of carbon emissions in Cumbria, with a particular focus on food, energy generation and the goods we buy. People who live, work and study in Cumbria will be able to take advantage of a whole range of opportunities to cut their own carbon footprint and that of their communities, playing their part in global actions to stop climate change. The various projects have been devised by community organisations and chosen because of their wide benefits to local communities.

Events and Training Programme

As part of the Lottery-funded project there will be the largest 5-year programme of climate and emission-reduction related events and training the county has ever experienced. This major programme of events and training across Cumbria will be coordinated by CAfS on behalf of the partnership, and delivered jointly by a range of partners.

The programme will help partners, organisations, communities and individuals overcome barriers to reducing emissions such as lack of knowledge, understanding, skills and confidence.

It will also provide a supportive framework for community engagement, enable groups to share campaigns, messaging, action and successes.

The events and training programme will develop over the 5 years of the project with input from community sustainability groups, young people and the wider partnership and other stakeholders and will include:

- Best practice and knowledge sharing events:
 - Technical expertise, peer-to-peer advice, lectures, workshops and good practice case study events on topics such as low carbon solutions, funding, legislation and policy change.
 - Accredited professional training
 - Organising visits to exemplar sites/projects.
- Community and public engagement events covering topics such as:
 - Retrofitting for energy efficiency
 - Low-energy new-builds.
 - Growing food
 - Climate science
 - Carbon footprinting
 - Community energy
 - Upcycling
- Major conferences for a range of audiences and sector groups focusing on specific areas of decarbonisation.
- Exemplar low carbon events and climate festivals
- Training for partners on how to broaden and deepen engagement and communicate effectively.
- Training to enable partners to develop and implement practical low carbon projects. This training could cover topics such as project management skills, fundraising, supporting volunteers and turning plans into action.
- Climate Leadership training covering how to be an influencer, orator, campaigner, convincer and enabler.

More information about the Zero Carbon Cumbria programme is available here: <https://cafs.org.uk/our-projects/zero-carboncumbria-programme/>.

MAIN PURPOSE OF ROLE:

To work with the Zero Carbon Cumbria Partnership and communities across Cumbria to design, organise and deliver a 5-year training and events programme which develops skills and capacity across the Partnership and the wider community. Some of the training and events will be delivered by the Zero Carbon Cumbria team, some by local sustainability groups and some by third party contractors.

KEY AREAS OF RESPONSIBILITY AND MAIN TASKS:

- Design, organise and ensure the successful delivery of a 5-year training and events programme which:
 - Enables, inspires and motivates communities, individuals and organisations to take action on climate change.
 - Increases knowledge and leads to action.
 - Complements the other activities delivered through the Zero Carbon Cumbria project such as the Youth Climate Action Programme and the Carbon Literacy Programme.
 - Takes full advantage of the potential for online events and training.
- Ensure there is strong community involvement in the training and events programme by:
 - Liaising with Cumbria Sustainability Network Coordinator* to involve community sustainability groups in both the design and the delivery of the programme.
- Ensure that there is strong ZCCP involvement in the training and events programme by:
 - Liaising with Zero Carbon Cumbria Partnership Manager* to involve sector leads and other partners in both the design and the delivery of the programme.
- Collate a database of individuals and organisations who could be involved in the delivery of the training sessions and/or the events.
- Ensure the training and events programme is effective in building capability across the Zero Carbon Cumbria Partnership by:
 - Carrying out an annual review of the Partnership's skills and learning gaps to inform the following year's training and events programme.
 - Liaising with colleagues and partners to ensure the effective integration of the training and events programme with other Zero Carbon Cumbria activities such as the county-wide citizens' assembly and district-wide citizens' juries.
 - Monitoring and evaluating the training and events and using this and other feedback to inform on-going delivery of the programme.
- Coordinate the delivery of the training and the events.

* The Cumbria Sustainability Network Coordinator is a Zero Carbon Cumbria post which is based at CAfS. The Zero Carbon Cumbria Partnership Manager is based at Cumbria County Council

- Ensure there is good uptake of the training and events by liaising with the Communications Manager**, grassroots community groups, youth organisations and other partners to promote and publicise the training and the events using existing and new networks, social and digital media and traditional media.
- Ensure that there is an appropriate charging structure for the training sessions and events which meets revenue targets without presenting any barriers for low-income groups and/or voluntary organisations.
- Ensure all events and training are fully accessible by putting measures in place to overcome barriers for any groups or individuals who may be interested in attending.
- Work with the Carbon Literacy Manager** to integrate events on climate science and solutions and certified carbon literacy training courses within any promotional activity for the events and training programme.
- Ensure the carbon footprints of the training sessions and events are minimised.
- Manage the project budget of £35K per year which includes an annual budget of £15K to cover event and speaker costs.
- Develop a viable delivery model for an events and training programme which does not depend on grant funding.
- Report quarterly to Zero Carbon Cumbria Project Manager.
- Perform other duties that may be required from time to time.

KEY DELIVERABLES:

- Agree an annual events and training programme with community sustainability groups and other Zero Carbon Cumbria partners which:
 - Broadens and deepens engagement.
 - Leads to carbon reductions and lasting changes in policy.
- 150 high quality training sessions and other events delivered over the 5-year project (30 per year) including both on-line and local events.
- 2,000 individuals attending ZCC training and events over the 5-year project (400 per year).
- A portfolio of evidence which: shows that individuals and organisations feel more empowered, have more knowledge and are better skilled to take climate action.

**The Communications Manager and the Carbon Literacy Manager are both Zero Carbon Cumbria posts which are based at CAFS

- A balanced budget each year.
- Within five years, a self-sustaining events and training programme which does not depend on grant funding.

Person Specification

Essential skills, knowledge and experience:

- Excellent planning and organisational skills with experience of:
 - Developing comprehensive training programmes.
 - Organising training sessions and events.
- Ability to develop effective working relations with partners and contractors.
- Ability to assess and respond to the needs of different audiences.
- Excellent customer service skills with the ability to optimise attendee/participant experience and satisfaction.
- Good negotiation, financial and contract management skills.
- Excellent written and oral communication skills.
- Ability to proactively manage a wide range of tasks, prioritise these effectively and work to tight timeframes.
- Ability to use initiative and make effective decisions.
- Strong IT skills with the ability to use a comprehensive range of software (Microsoft Outlook, Excel, Word, PowerPoint and MS Teams).
- Knowledge of low carbon solutions required to become a carbon neutral society.
- Understanding of and commitment to CAFS' aims, values and objectives.
- Driving licence and access to car, or other means to travel independently around the county.

Desirable skills, knowledge and experience:

The following skills, knowledge and experience are **desirable** but not essential:

- Training skills and experience
- Experience of setting up and supporting online training and events.
- Budget setting/management skills and experience.
- Experience of using database/customer relationship management systems.
- Experience of data gathering, analysis and reporting, e.g. event participant feedback.

If you would like more information about the role, please contact John Forbes, Zero Carbon Cumbria Project Manager, john.forbes@cafs.org.uk.