



Youth Projects Coordinator

JOB DESCRIPTION

THE EMPLOYER: Cumbria Action for Sustainability (CAfS)

LOCATION: Contractually based at our office, Eden Rural Foyer, Old London Road, Penrith, CA11 8ET, however, homeworking can be agreed. The role is also likely to involve extensive travel around Cumbria.

REPORTS TO: Project Manager, Zero Carbon Cumbria

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

SALARY RANGE: £21,000 - £25,000 a year full-time equivalent (£12,600 - £15,000 for the 22.5-hour week), dependent on skills and experience.

DURATION: Initial fixed-term contract from October 2021 to 31 August 2022 with potential to extend subject to additional funding.

START DATE: As soon as possible

APPLICATIONS BY: 9am on Monday 20th Sept

CAfS strives to be diverse and inclusive in all aspects of its work. We value different perspectives and backgrounds on the team. The wellbeing of our staff is important and we are a flexible employer.

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.

Formed in 1998, CAfS is an award-winning charity with a team of 25 highly skilled staff, working with specialist contractors and volunteers to deliver a range of transformational low-carbon projects each year. CAfS is the leading organisation in Cumbria driving action on climate change and serving as the first point of reference on sustainability co-chairing the Zero Carbon Cumbria Partnership of more than 80 organisations working to reduce our county's emissions.

BACKGROUND TO THE YOUTH PROJECTS:

This role will manage and integrate two differently funded youth projects.

1. The **Greener Schools project** will work with 16 primary and secondary schools across Cumbria providing school children with the skills and confidence to respond positively to climate emergency and improve their environmental footprint and that of the school.

It will involve working with schools to identify their individual needs through an environmental audit/review, advise on solutions, and support new initiatives to reduce carbon emissions. Students will be trained in the skills needed to carry out a school environmental audit, will conduct the audit and report the results to the school. They will also lead debates on the actions that should be taken and then deliver the actions with teachers and others.

The project aims to:

- Improve education, confidence and skills of young people involved.
- Support children and young people to:
 - Design projects, make decisions, influence others, and take direct action.
 - Improve research and analysis, debating and critical reflection skills.
 - Gain knowledge and skills to lower their schools and their own carbon footprints, empowering them to share knowledge and ideas in the wider community.
 - Be introduced to opportunities for careers in the built environment, energy efficiency and nature sectors.
 - Carry a better understanding of climate change action, carbon and resource efficiency into their adult lives.

- Help to improve the learning environments by making schools warmer and more energy efficient, with more space to engage with nature and the opportunity to eat healthy, low carbon meals.

2. CAfS has also been awarded £2.5 million from the National Lottery's Climate Action Fund on behalf of the Zero Carbon Cumbria Partnership (ZCCP) for a five-year "Zero Carbon Cumbria – by the People for the People" project.

This 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.

Part of the project includes funding for a **Cumbria Youth Climate Action Programme** which will include:

- **Youth Voice** – young people will be coordinated and supported to develop skills and capacity to talk with confidence to people in power.
- **Youth Climate Council** – a group of children and young people will be supported to run a Youth Climate Council and to connect with key decision makers to question and explore ways that they can reduce emissions effectively.
- **Youth Climate Reporters** – young people will be supported and trained to enable them to report on climate related news.
- **Youth Climate Summits** – which bring together children, young people and teachers from over 50 schools and colleges.
- **Schools events programme** to harness passion and encourage action in more children and young people across schools.
- **Training for teachers** – carbon literacy, to help empower young people to lead projects, take safe social action and influence parents to support young people's ideas.

As a consequence, young people will:

- Be empowered to engage in meaningful ways with politicians, business leaders, policy makers and the media.
- Have greater knowledge and clearer understanding of ways they can influence a reduction in carbon and wider environmental impacts.
- Be trained in communication skills and climate science and solutions and will be empowered to run events with others.

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

MAIN PURPOSE OF ROLE:

Supported by the ZCC Project Manager and other colleagues, the main purpose of this role is to work with schools, youth organisations and other partners to coordinate the successful delivery of youth projects managed by CAfS.

KEY AREAS OF RESPONSIBILITY AND MAIN TASKS:

- Act as a first point of contact for the youth projects delivered by CAfS.
- Responsible for the successful delivery of the Greener Schools project.
 - Oversee a quality product, providing direction and input into resources, lesson plans and other aspects of delivery.
 - Establish and manage a pool of environmental trainers/auditors who could provide advice and support to schools to help them undertake environmental audits/reviews and support children in implementing the associated recommendations.
 - Support the implementation of the recommendations arising from the environmental audits/reviews.
 - Establish and support a peer climate action support network to facilitate peer-to-peer communication following the audits/reviews.
 - Liaise with the Climate and Carbon Literacy Training manager to arrange carbon literacy training for teachers, youth organisations and young people.
- Liaise with the CAfS marketing and communications team and youth organisations to develop and implement a marketing plan for each youth project.
- Establish partnerships with youth organisations, schools and other organisations to support delivery of the various youth projects.
- Provide support to the ZCC Project Manager to help establish and deliver the Cumbria Youth Climate Action Programme.
- Liaise with our Events and Training Coordinator to organise climate related events for children and young people.
- Liaise with the Cumbria Sustainability Network Coordinator to facilitate opportunities for young people to be actively involved in grassroots sustainability groups.
- Collate feedback and other information from the various youth projects to inform the on-going delivery of the services and for reporting purposes, including reporting to funders.
- Ensure compliance with safeguarding, data protection and other relevant regulations/policies/procedures.

KEY DELIVERABLES:

- 16 schools supported through the Greener Schools project
- 2,625 children reached (target age group 10-14. Year 6+)
- At least 10 carbon literacy training sessions for teachers

PERSON SPECIFICATION

Essential skills, knowledge and experience:

- Experience of working with young people, schools and/or youth organisations.
- Excellent communication skills including the ability to communicate effectively with children, young people and their representative groups/organisations.
- Ability to develop effective working relations with schools, partners and contractors.
- Ability to manage a wide range of tasks and prioritise these effectively.
- Good contract management skills.
- 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 available low-carbon solutions required to become a carbon-neutral society.
- Experience of project management, budget management and procurement.
- 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:

- Experience of teaching or training young people.
- Knowledge of the national curriculum
- Knowledge of schools and youth organisations in Cumbria.
- Experience of gathering feedback, analysis and reporting to funders.

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