



Job Description: Cumbria Emissions Reduction Project Manager

THE EMPLOYER: Cumbria Action for Sustainability (CAfS)

LOCATION: Contractually based at our office, Eden Rural Foyer, Old London Road, Penrith, CA11 8ET, however we are open to flexible working patterns and blended (home, site and office-based) or home working is possible for this role.

REPORTS TO: Project Manager, Zero Carbon Cumbria

HOURS: 22.5 hours – 37.5 hours (3 – 5 days) per week

START DATE AND DURATION: Fixed-term contract from June 2023 to June 2024 (12 months with potential for extension subject to funding).

SALARY RANGE: £24,000 - £32,000 per annum full time equivalent, with starting salary dependent on experience.

LEGAL RIGHT TO WORK: You must have a legal right to work in the UK as CAfS is not in a position to act as a sponsor.

APPLICATIONS BY: 9am on Wednesday 24th May via the recruitment@cafs.org.uk email address.

Applicants selected for interview will be contacted by Friday May 26th. Interviews will be held on Tuesday 6th June

ABOUT CAfS:

CAfS is an award-winning charity and the leading organisation providing inspiration, advice, and support for action on climate change in Cumbria.

Our vision is a zero carbon Cumbria that is socially, environmentally, and economically beneficial for all.

Our mission is to achieve net zero by 2037 or sooner by promoting and facilitating low carbon living and its benefits – inspiring and supporting individuals, communities, and organisations across Cumbria and beyond to decarbonise lives and businesses. We provide practical support for the development of low carbon plans and policies for places, communities, businesses, local authorities, other organisations, and individuals. We inspire behaviour change and seek to deliver sustained shifts from high to low carbon emissions through enabling new social norms and influencing key policies, strategies, and funding streams.

Zero Carbon Cumbria Partnership (ZCCP)

The ZCCP is made up of more than 80 organisations from the public, private and third sectors, with the shared ambition of a net zero carbon Cumbria by 2037 for our emissions from energy, travel, land-use, food and the other goods we buy, and waste.

On behalf of the ZCCP, in 2020 CAfS secured £2.5 million from the National Lottery's Climate Action Fund for a five-year Zero Carbon Cumbria (ZCC) project, which is funding this post along with several others.

Four emission sector groups have recently been created, comprising representatives from relevant partner organisations, and tasked to produce Emissions Reduction Action Plans (ERAPs) by the end of November 2023 for:

- ✓ Buildings
- ✓ Transport and mobility
- ✓ Farming and other land use
- ✓ Consumption, waste and the circular economy

Each group has a clearly defined scope and terms of reference.

As part of the Lottery-funded project there is also a programme of climate and emission-reduction events and training which is coordinated by CAfS on behalf of ZCCP and delivered jointly by a range of partners.

The programme helps partners, organisations, communities and individuals overcome barriers to reducing emissions such as lack of knowledge, understanding, skills and confidence. It provides a supportive framework for community engagement, enabling groups to share campaigns, messaging, action and successes.

More information about the ZCCP, the National Lottery funding and the sector groups is available here: <https://zerocarboncumbria.co.uk/>

MAIN PURPOSE OF ROLE:

- Ensure the Zero Carbon Cumbria Sector Groups develop their Emissions Reduction Action Plans (ERAPs) by the end of November 2023 and collate these into a decarbonisation plan for Cumbria by March 2024
- Ensure the ZCCP training and events programme supports the ZCC Sector Groups and other Zero Carbon Cumbria Partnership priorities.
- Line manage the Sector Group Administrator and the Events and Training Coordinator

KEY TASKS AND RESPONSIBILITIES:

Emissions Reduction Action Plans (ERAPs)

- Coordinate the development of the emission sector groups' ERAPs working closely with each group's Convenor and the ZCC Partnership Manager.
- Support the groups to set out short/medium and long-term actions prioritising a deliverable programme of projects.
- Work closely with the group Convenors, the Community Sustainability Network Coordinator and the Youth Projects Coordinator to ensure that the ERAPs take account of community and youth voices.
- Provide feedback to community groups, youth groups and other stakeholders on their submissions to the groups as well as keeping them updated on more general progress with ERAPs.
- Liaise with the CfS Marketing Manager to ensure the sector group, training and events pages of the ZCC website are kept up to date
- Liaise with the Local Authority and Sector Group Coordinator to ensure that the ERAPs complement the climate change plans being developed by the two new unitary authorities and vice versa.
- Work closely with the Events and Training Coordinator to coordinate training and events as required.
- Manage a fund of £20k to support the work of the emissions sector groups.
- Liaise with Small World Consulting, Climate Outreach and other specialists to support the work of the sector groups.
- Work with the ZCC Carbon Monitoring Officer to establish a monitoring framework to assess and keep track of carbon reduction measures.
- Assist with the drafting of the ERAP working closely with key partners, stakeholders and colleagues to identify projects and initiatives which will cut Cumbria's carbon emissions.
- Work across the four sector groups ensuring that work programmes are co-ordinated and avoid duplication.

Support the Group Convenors

- Ensure the Convenors are well briefed on the progress against agreed objectives for their group.
- Provide continuity between meetings, keeping track of actions and reporting back to the convenor/leads/group as required.
- Ensure connectivity between the convenors of the four groups.

Other sector group support

- Line manage the Sector Group Administrator so that they provide effective administration support to the sector groups.
- Identify opportunities for the sector groups to work collaboratively, avoid duplication and help resolve any potential contradictions between the various ERAPs.
- Liaise with the ZCC Partnership Manager and the sector group convenors to report progress to the ZCCP Strategic Oversight Board.
- Liaise with the ZCC Partnership Manager and other ZCC colleagues to identify opportunities to connect the sector groups' work/ERAPs with other groups/networks around Cumbria.
- Keep a record of required knowledge and information gaps and identify and work with the ZCC team to commission research projects as required.
- Liaise with colleagues to establish a mechanism for supporting/monitoring the on-going implementation of the sector group ERAPs and the decarbonisation plan for Cumbria by April 2024.

Training and events

- Oversee the successful delivery of a comprehensive events and training programme which:
 - Increases knowledge, inspires and motivates communities, individuals and organisations to take action on climate change.
 - Builds capability across the Zero Carbon Cumbria Partnership.
 - Complements the other activities delivered through the ZCC project such as the Sector Groups and the Youth Climate Action Programme.
- Line-manage the events and training coordinator so that they:
 - Carry out an annual review of the Partnership's skills and learning gaps to inform the following year's training and events programme.
 - Monitor and evaluate the training and events and use this and other feedback to inform on-going delivery of the programme.
 - Develop 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.
 - Develop a viable delivery model for an events and training programme which does not depend on grant funding.
 - Manage the events and training budget of £35K per year which includes an annual budget of £15K to cover event and speaker costs.

PERSON SPECIFICATION

Essential skills, knowledge and experience:

- Excellent planning and organisational skills
- At least three years' experience of project management
- Ability to proactively handle a wide range of tasks and prioritise these effectively.
- Excellent communication skills, including clear, polite and understanding communications with all project stakeholders.
- Ability to build strong working relationships with colleagues and stakeholders from diverse backgrounds and interests
- Good negotiation skills
- Experience of line management
- Knowledge and experience of delivering training and events
- A good level of numeracy
- Proven ability to use a comprehensive range of IT software (especially Microsoft Outlook and Excel) and the willingness to train in additional IT skills as and when required.
- Ability to use initiative and follow processes accurately.
- Thoroughness, accuracy and attention to detail.
- Ability to maintain a sensitive and professional approach towards colleagues and clients, mindful of confidentiality and anti-discriminatory practices.
- An understanding of the causes and impact of climate change.
- Empathy with CAFS/ZCCP's aims values and objectives.
- Motivation and energy to make a difference.

Desirable skills and attributes

The following attributes are **desirable** but not essential:

- Experience of budget management
- Experience of procurement / contractor management
- Experience of data gathering, analysis and reporting.
- Experience of working in a dispersed team and using Microsoft Teams or similar.

If you would like more information about the role, please contact John Forbes (john.forbes@cafs.org.uk) or Tim Gale (tim.gale@zerocarboncumbria.co.uk).