



## Job Description: Sector Group Administrator

**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:** Cumbria Emissions Reduction Project Manager

**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:** £21,255 to £24,000 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.

**APPLICATIONS BY:** 9am on **Wednesday 31<sup>st</sup> May** via the [recruitment@cafs.org.uk](mailto:recruitment@cafs.org.uk) email address.

Applicants selected for interview will be contacted by 5pm on Friday 2nd June. Interviews will be held on Tuesday 13<sup>th</sup> June with flexibility if this date is not suitable.

### 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, CAfS secured £2.5 million in 2020 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

To develop their ERAP, each group is expected to meet 6 – 12 times and there are likely to be 1 to 3 sector group meetings taking place each week.

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

### **MAIN PURPOSE OF ROLE:**

- To provide administrative and other support to the Zero Carbon Cumbria Sector Groups to help them develop their Emissions Reduction Action Plans (ERAPs).

### **KEY TASKS AND RESPONSIBILITIES:**

- Act as administrator for the ZCCP sector groups
- Liaise with the sector group Convenors and members to identify and arrange meetings as/when needed. This includes:
  - Organising venues for in-person meetings and arranging catering where required
  - Booking Zoom / Teams for online meetings.
  - Arranging cross sector group meetings where required.
  - Encouraging attendance at all meetings.
- Liaise with the Convenor of each group and the Cumbria Emissions Reduction Project Manager to draft and distribute agendas and other papers ahead of each meeting.

- Take minutes of meetings, including action lists, secure their sign off by the Convenors before circulating them to the other group members.
- Liaise with marketing and communications colleagues to ensure that the sector group pages of the ZCCP website are kept up to date with relevant information, papers, minutes of meetings etc.
- Act as a first point of contact for enquiries about the sector groups, liaising with colleagues as required. This responsibility will include monitoring email inboxes for each sector group.
- Maintain a Sharepoint site or equivalent to facilitate storage and sharing of information relating to each sector group.
- Maintain details of sector group membership and ensure these are kept up to date and in compliance with data protection regulations.
- Support the sector group Convenors and the Cumbria Emissions Reduction Project Manager with administrative tasks as required.

## **PERSON SPECIFICATION**

### ***Essential skills, knowledge and experience:***

- Excellent communication skills, including clear, polite and understanding communications with all project stakeholders.
- Experience in providing administrative support in a dynamic and demanding environment.
- Experienced at organising meetings 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 make effective decisions
- Ability to follow processes accurately.
- Thoroughness, accuracy and attention to detail.
- Ability to handle a wide range of tasks and prioritise these effectively
- Ability to maintain a sensitive and professional approach towards colleagues and clients, mindful of confidentiality and anti-discriminatory practices.
- 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:

- An understanding of the causes and impact of climate change.
- Experience of using Customer Relationship Management systems.
- 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](mailto:john.forbes@cafs.org.uk)) or Tim Gale ([tim.gale@zerocarboncumbria.co.uk](mailto:tim.gale@zerocarboncumbria.co.uk)).*