



## **Project Administrator – Business Decarbonisation**

### **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 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 and Advisor – Business Decarbonisation

**HOURS:** 22.5 hours (3 days) per week.

**START/END DATE:** Start as soon as possible. Fixed-term contract until 31 January 2025.

**SALARY SCALE:** From £21,500 - £26,000 per annum full time equivalent, with starting salary dependent on skills and 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:** application form to be sent to [recruitment@cafs.org.uk](mailto:recruitment@cafs.org.uk) by 9am on Wednesday 15<sup>th</sup> November 2023.

### **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.

## **CAFS' BUSINESS DECARBONISATION SUPPORT**

CAfS has had an increasing role in supporting Cumbrian businesses to decarbonise in the past five years. We have united multiple support organisations who are all working to help businesses decarbonise, so that we can collectively offer a wide range of expertise.

Our consortium has secured funding from Westmorland and Furness Council Shared Prosperity Fund (W&F SPF) to build upon our network and deliver a range of support services from a Net Zero Business Hub (name TBC).

There are 13 partners in the consortium, with CAfS as lead partner. Together we will be aiming to support 300 businesses before the end of January 2025.

CAfS will be providing a free helpdesk to provide initial support and direction to businesses, and referring them on to other more in-depth support delivered through the hub. This other support includes a range of one-to-one consultancy, training and events, some of which is delivery by CAfS.

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

- To be the first point of contact for businesses seeking support from the Hub.
- To log and track support provided to businesses by the consortium partners.
- To provide general administrative support to the W&F SPF business decarbonisation support programme.

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

- Support the Project Manager to develop data management systems to record the details of the businesses and the support they have received.
- Refine, maintain and input information into these systems.
- Support the Project Manager to monitor performance of the partners and report to the funder by providing information required from the systems.
- Manage the project inbox for the business support project.
- Arrange help desk appointments for businesses.
- Support the Project Manager to allocate businesses to energy auditors and support the energy auditors to arrange visit dates.
- Receive and log invoices from consortium partners and liaise with the Project Manager and CAfS finance team so that these can be processed.

- Provide administrative support to some training events, such as managing bookings and logging attendees.
- Administer meetings with delivery partners, including arranging meeting times and taking notes.
- Undertake additional administration tasks as directed by the Project or Programme Manager.

**OTHER RESPONSIBILITIES:**

- Help to raise the profile of CAfS other work as opportunities arise.
- Report to line manager on progress.
- Ensure compliance with CAfS policies, procedures and guidance, GDPR, procurement, and contribute to the organisational development of these.
- Carry out other tasks or projects required from time to time, as directed by line manager.
- Contribute to the on-going work of CAfS generally including attending team meetings and training.

***Person Specification***

**Essential skills and attributes:**

- Excellent customer handling skills (over the phone, email and online enquiries), and ability to maintain a sensitive and professional approach, mindful of confidentiality and anti-discriminatory practices.
- Excellent communication skills, including clear, polite and understanding communications with all project stakeholders.
- At least 1 year's experience in providing administrative support in a dynamic and demanding environment.
- Experience of developing and using data management systems.
- Ability to proactively handle a wide range of tasks and prioritise these effectively.
- 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, thoroughly and with attention to detail.
- Empathy with CAfS aims values and objectives.

**Desirable criteria**

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

- Experience of working with external contractors.
- Experience of working in a geographically-dispersed team and using Microsoft Teams or similar to meet.
- An understanding of the work of CAfS and the impact of climate change on the environment and economy.
- Understanding of and commitment to CAfS' aims, values and objectives.

If you would like more information about the role, please contact CAfS:

[molly.hogg@cafs.org.uk](mailto:molly.hogg@cafs.org.uk).