



## **Project Manager and Advisor – 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:** Community and Business Support Programme Manager

**HOURS:** 37.5 hours (5 days) per week. We are open to this being a job share.

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

**SALARY SCALE:** From £26,000 - £34,000 per annum, 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, including Cumbria Chamber of Commerce, Cumbria Tourism, Green Small Business, Future Fixers, Lancaster University, Art Gene, Electricity North West, four of our energy auditor associates and an electric vehicle consultant.

The organisations eligible for the support are Small and Medium Sized Businesses (SMEs) and Voluntary, Community and Social Enterprises (VSCE organisations). The consortium will be aiming to support 300 such organisation before the end of January 2025.

CAfS will be providing a free helpdesk to provide initial support and direction to these organisations, 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. Of this, CAfS is responsible for delivering carbon literacy training and developing and delivering a carbon action course.

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

- Managing the consortium and ensuring that all partners deliver the required outputs of the W&F SPF business decarbonisation funding.
- Working with relevant managers within CAfS to manage the delivery of those outputs which are to be directly provided by CAfS.
- Supporting business directly by delivering the helpdesk advice, and designing and delivering some training elements.

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

- Manage the consortium to ensure delivery of outputs as defined in the funding agreement and partnership agreements.
- On-going refinement and monitoring of the delivery plan for the programme of support, including associated risk management.
- Establish the helpdesk and mechanisms for referring on to other partners, including developing processes, tools and/or resources to enable the breadth of available support to be properly discussed with the business.

- Deliver the helpdesk advice to businesses and VCSE organisations.
- Establish a monitoring, evaluation and reporting framework across the partnership, and report to funders.
- Work with the CAfS Marketing team to agree the marketing plan and deliverables for the project, and attend events to promote the support programme.
- Work with the CAfS Carbon Literacy Manager to oversee the delivery of the carbon literacy training.
- With input from the CAfS Carbon Literacy Manager and our partner Green Small Business, design and deliver the new Carbon Action course.
- Manage the project budget and, working with the CAfS finance team, make funding claims to the funders and payments to partners.
- Further develop the good relationships with our project partners and funders.
- Continue to build our wider network of organisations supporting businesses and VCSE organisation across Cumbria to both raise the profile of the hub and to strengthen our ability to signpost organisations to the most appropriate support.
- Line manage and direct the Project Administrator.
- Work with the Programme Manager and CAfS Development Manager to establish how the hub can be sustained beyond the end of this funding.

#### **OTHER RESPONSIBILITIES:**

- Help to raise the profile of CAfS other work as opportunities arise.
- Contribute to news articles, web content and other information about the project for publicity and CAfS' profile raising.
- Report to line manager and board of trustees on progress, learning and impact.
- 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 or trustees.
- Contribute to the on-going work of CAfS generally including attending appropriate networking meetings, team meetings and training.

## ***Person Specification***

### **Essential skills and attributes:**

- A relevant degree-level qualification or three years' experience in a relevant field.
- Excellent project and partnership management skills, including budget, programme, quality and risk management and monitoring, evaluation and reporting, and the ability to manage contributions from multiple partners.
- Excellent communication skills, including: the ability to put complex information across simply and concisely and to a range of different audiences; the ability to speak in public; good written and IT skills.
- Excellent understanding of climate change and a strong interest in the objectives that CAfS seeks to deliver.
- Excellent knowledge of the actions that organisations can undertake to reduce their carbon impact, and an understanding of the issues around implementation, including what motivates an organisation and what challenges and opportunities they face.
- Experience of having delivered one-to-one business support and the ability to quickly identify and prioritise next steps for each business.
- Ability to build networks and relations with other organisations, including the individual businesses we support, our consortium partners and wider stakeholders.
- Ability and willingness to prioritise, work to deadlines and juggle priorities.
- Ability to work in a small team as well as on own initiative.
- Ability to arrange your own travel throughout rural Cumbria.

### **Desirable criteria**

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

- Knowledge of and contacts from businesses and business support organisations in Cumbria.
- A specialism in one or more areas of decarbonisation.
- Experience of having delivered training.
- An understanding of the importance of good marketing and different marketing approaches.

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

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