



EVENTS AND TRAINING COORDINATOR – Zero Carbon Cumbria

Job Description

EMPLOYER: Cumbria Action for Sustainability (CAFS)

LOCATION: Contractually based at our office, Eden Rural Foyer, Old London Road, Penrith, CA11 8ET, however we encourage and enable flexible working patterns and blended home and office working.

REPORTS TO: Project Manager – Zero Carbon Cumbria

HOURS: Initially 22.5 hours per week with potential to increase to 30 hours per week.

START DATE: As soon as possible

DURATION: Fixed-term contract to end Dec 2025

SALARY RANGE: £26,000 - £34,000. Starting salary is dependent on skills and experience.

RIGHT TO WORK: You must have a legal right to work in the UK.

APPLICATIONS: Apply by **9am** on **Tuesday 23rd January** with a completed Application Form.

INTERVIEWS: Interviews will be on **Wednesday 31st January**. If you would be unavailable on this date, we will seek to arrange an alternative.

The interviews will be held on Zoom and candidates will be notified by 5pm on Wednesday 24th January if they have been selected.

ABOUT CAFS:

We are an award winning charity and the leading organisation providing advice, inspiration 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 individuals, communities, and organisations. 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.

This is a fantastic opportunity to join a thriving and growing organisation of friendly, skilled and highly supportive colleagues, that plays a crucial role in helping Cumbria tackle the climate crisis. We encourage and welcome applications from suitably skilled candidates from all walks of life.

BACKGROUND TO THE ZERO CARBON CUMBRIA PROJECT:

CAfS is co-chair of the Zero Carbon Cumbria Partnership (ZCCP), which involves more than 80 organisations spanning the public, private and third sectors with the aim of delivering a coordinated emission reduction programme to bring about a zero-carbon Cumbria by 2037.

CAfS has been awarded £2.5 million from the National Lottery's Climate Action Fund, on behalf of the ZCCP, for a five-year Zero Carbon Cumbria project. Eleven of the organisations in the ZCCP, as well as CAfS, will be involved in delivering elements of the project, to support the goals of the wider partnership.

The Lottery-funded project will tackle some of the main sources of carbon emissions in Cumbria, with a particular focus on food, energy generation, transport and the goods we buy.

Further information about ZCCP can be found on the Zero Carbon Cumbria website – www.zerocarboncumbria.org.uk

Events and training programme

As part of the Lottery-funded project, CAfS leads the development of a programme of climate and emission-reduction related events and training which is delivered jointly by CAfS and a range of partners.

The programme aims to inspire and enable partners, organisations, communities and individuals to overcome barriers to reducing emissions, such as lack of knowledge, skills and confidence. It is a supportive framework for community and partner engagement, enabling groups and other partners to share campaigns, messaging, action and successes.

The programme aims to provide a range of both free and income-generating events including:

- Best practice and knowledge sharing events such as:
 - Technical expertise, peer-to-peer advice, and good practice case study events on topics such as low carbon solutions, funding, policy change.
 - Organising visits to exemplar sites/projects.
- Training, including accredited professional training, on topics such as:
 - How to broaden and deepen engagement and communicate effectively
 - How to develop and implement practical low carbon projects covering topics such as project management skills, fundraising, supporting volunteers and turning plans into action.
 - Climate leadership training covering topics such as how to be an influencer, orator, campaigner, convincer and enabler.
 - Modules on climate science and/or carbon reduction as part of courses run by other training providers.
- Community and public engagement events covering topics such as:
 - Retrofitting for energy efficiency / low-energy new-builds/ community energy.
 - Growing food.
 - Reuse, repair and upcycling.
 - Climate science / carbon foot-printing.
- Major conferences and summits for a range of audiences focusing on specific areas of decarbonisation.

Priorities for the programme are developed with input from colleagues and partners including the emissions sector groups, community sustainability groups, young people and the wider partnership.

Some of the training and events will be delivered by the Zero Carbon Cumbria team, some by local sustainability groups and some by third party contractors.

Developing and piloting the generation of income from events and training, such as sponsorship, delegate fees and training fees, is a priority for the role.

MAIN PURPOSE OF ROLE:

- Collaborate with the Zero Carbon Cumbria Partnership, colleagues, communities and other organisations across Cumbria to identify skills and knowledge gaps and the demand for training and events.
- Coordinate and lead the design, organisation, delivery, reporting and evaluation of the events and training programme.
- Develop and test an income generating model which will ensure the longer term delivery of an events and training programme after the Lottery funding comes to an end in December 2025.

KEY AREAS OF RESPONSIBILITY AND MAIN TASKS:

- Design, organise and coordinate the delivery of an events and training programme, involving both online channels and in-person activities.
- Carrying out reviews of skills and learning gaps to inform the events and training programme.
- Liaising with key colleagues to ensure the events and training programme complements the work underway in the ZCCP to define emissions reduction action plans and other activities.
- Ensure there is strong community involvement in both the design and delivery of the training and events programme by liaising with the Cumbria Sustainability Network Coordinator and directly with community groups.
- Monitoring and evaluating the training and events and using this and other feedback to inform on-going delivery of the programme.
- Maintain the database of individuals and organisations who could be involved in the delivery of the training sessions and/or the events.
- Liaise with the CAfS marketing team and other partners to promote and publicise the training and events.
- Lead the development and piloting of different charging structures which could meet income generation targets to ensure a viable, self-sustaining programme in the longer term.
- Ensure all events and training are fully accessible and inclusive.
- Ensure the carbon footprints of the events/training sessions are minimised.
- Manage the project budget of around £35K per year which includes an annual budget of £6K to cover event and speaker costs.
- Collate quarterly activity and output reports.
- Carry out other tasks which may be required from time to time as directed by the Project Manager for the Zero Carbon Cumbria project.

Person Specification

Essential skills, knowledge and experience:

- At least three years' experience of developing, planning and delivering training sessions and events.
- Proven ability to develop effective working relations with colleagues, external partners and contractors.
- Proven ability to assess and respond to the needs of different audiences.
- Excellent customer service skills with the ability to optimise attendee / participant experience and satisfaction.
- Good negotiation, financial and contract management skills.
- Excellent written and oral communication skills.
- Ability to proactively manage a wide range of tasks, prioritise these effectively and work to tight timeframes.
- 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 low carbon solutions required to become a net zero carbon society.
- 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 generating income from events and training or other comparable products and services.
- Experience of marketing and promoting events and training.
- Training skills and experience.
- Budget setting/management skills and experience.
- Experience of using database/customer relationship management systems.
- Experience of data gathering, analysis and reporting, e.g. event participant feedback.

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