



## Contract: Climate trainers

If you are passionate about combatting climate change, knowledgeable about climate science and solutions, or have experience of delivering or developing training, we would love to hear from you.

We are looking for up to three friendly, articulate and highly motivated trainers to join our existing training team to help meet the growing demand for our very popular Climate and Carbon Literacy and related training programme.

This role will be a freelance contract (employment status will be determined via the HMRC checker), to help us train more than 3,000 people from a wide variety of backgrounds and organisations over the duration of the project (funded until Dec 2025, but with the chance of extension, subject to funding). You will be paid £21.50 an hour, for all the hours you work, including for preparation, course delivery and admin. Our courses range from full-day accredited Carbon Literacy training to half day Climate Fresk sessions to 30-minute introductory sessions.

This is a great opportunity to do interesting work with an award-winning environmental charity and help inspire and inform people to take action to combat climate change at an individual, organisational and community level

**APPLICATIONS:** Please send a CV and a covering letter (each must be a maximum of two pages, in size 12 font) clearly showing how you meet or exceed each of the evaluation criteria detailed below to [carbonliteracy@cafs.org.uk](mailto:carbonliteracy@cafs.org.uk). Please make sure you include the contact details of 2 referees who can provide a professional reference. **Closing date 9am Friday 15 March.**

**INTERVIEWS:** Interviews will be held on **Tuesday 26 March** via Zoom. At interview, candidates will be asked to *'give an engaging and informative five minute presentation on the climate crisis to an imagined mixed audience of local authority councillors, members of the public, local business owners and other reps from interested organisations who are all attending an online event.'*

Please let us know upon application if you cannot make the planned interview day. Candidates selected for interview will be notified by 5pm Wednesday 20 March.

### **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 work with 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](http://www.zerocarboncumbria.org.uk)

## **CLIMATE AND CARBON LITERACY TRAINING:**

As well as managing the whole Zero Carbon Cumbria project, CAfS is also delivering the crucial Climate and Carbon Literacy training strand of the project.

Carbon Literacy training inspires the behaviour change needed to reduce greenhouse gas emissions. It increases knowledge, understanding, confidence and sense of agency by providing people, communities and organisations with the information, training, support, networks and tools they need to make positive changes.

It enables informed decision making. Recipients feel empowered to make changes to their lives at home and at work, share their learning and driving positive environmental changes. Our training sessions are highly interactive, and we offer a variety of set courses, ranging from full day, accredited Climate and Carbon Literacy training to shorter introductory sessions on climate science and solutions for Cumbria. Some are open courses, bookable on the CAfS website, and we also develop bespoke courses for specific audiences. You can find out more about some of our courses here: <https://cafs.org.uk/climate-and-carbon-literacy-training/>.

There is strong demand for this kind of training from individuals, community groups, local authorities, schools, businesses, parish councils and others. We have an existing pool of expert trainers in the CAfS team and need to recruit additional contractors to respond to increasing demand.

This is a really exciting opportunity to be part of a transformational shift in knowledge, attitudes and action on the climate crisis in the county.

## **MAIN PURPOSE OF CLIMATE TRAINER ROLE:**

The team of climate and Carbon Literacy trainers will between them:

- Train 3,000 people from a range of backgrounds over the first 5 years of the project (by Dec 2025)

- Deliver a broad range of Climate and Carbon Literacy related courses to a diverse range of groups and organisations.
- Contribute to the development of new bespoke courses for specific audiences as the project progresses.
- Gather evidence to evaluate whether the training is increasing knowledge about climate change and motivating people to take action.

## **KEY AREAS OF RESPONSIBILITY AND MAIN TASKS:**

- Deliver CAfS existing programme of Climate and Carbon Literacy related training courses to a diverse range of groups and organisations, both online and face-to-face.
- Respond rapidly and reliably to email communication from CAfS about availability and commit to deliver course dates once assigned.
- Communicate well, building a friendly rapport with clients and delegates, and a strong and credible reputation for the training service and CAfS.
- Deliver all agreed courses once a commitment has been made to do so.
- Attend training provided by CAfS on how to use the training materials.
- Observe training delivered by CAfS' trainers.
- Set up and manage online sessions on MS Teams, Zoom or other platforms, including use of polls and breakout rooms.
- Contribute to the ongoing review and improvement of materials.
- Complete all admin required, including sending poll results, attendee data, and saved chats to CAfS.
- Read and adhere to all CAfS policies provided, including GDPR and safeguarding, and risk assessments for face-to-face delivery.
- Apply for a Basic DBS check once appointed.
- Use the CAfS email address provided for all correspondence related to the programme.
- Freelance trainers are responsible for providing suitable IT equipment so that online training can be delivered. As a minimum, a laptop, reliable Wi-Fi, microphone and speakers.
- Be able to travel independently throughout rural Cumbria.
- Hold required insurance (at the time of delivery) comprising:
  - Public Liability Insurance: £5m
  - Professional Indemnity Insurance: £2m
  - If this is an issue, please discuss with us.

There may also be opportunities for contracted trainers, once they have become familiar with existing materials, to be paid to lead on the development of a new bespoke course, if it sits in their area of expertise. However, it is expected that development of new materials will sit initially with CAfS' employed staff.

## **FURTHER INFORMATION:**

The hourly rate of £21.50 will be paid for all hours worked, including preparation time, administration time, course delivery time, feeding back from course delivery, attending training required by CAfS, completing monitoring and evaluation and reviewing or developing course materials. A set number of hours will be agreed in advance for each deliverable based on CAfS' extensive experience of delivering similar work. This will be reviewed as the project progresses to ensure that the time allocated is fair and accurate.

We estimate that there may be 100-500 hours of work available per trainer each year (i.e. an average of 1 – 5 days per month) although this is not guaranteed. We will communicate available work to all trainers simultaneously and ask for quick expressions of interest. We will match trainers to the available work on variable criteria which may include availability, location, experience and skillset. We aim to ensure the work is distributed across the pool of contractors.

Expenses for pre-agreed travel will be paid at 45p/mile.

A CAfS email address will be provided and access to MS Teams/ Zoom accounts as required.

Our training services are exempt from VAT. The above rate is the total amount and would therefore include VAT for any trainers who are themselves VAT registered.

We anticipate the induction for these roles commencing late April 2024. Time spent in induction period will be paid.

## **EVALUATION CRITERIA AND SCORING:**

### **Climate-related knowledge and experience**

- Knowledge and experience of climate science and emission reduction solutions for individuals, communities and organisations.
- Relevant qualifications and training

(Maximum score available 35)

### **Training ability and experience**

- Experience of delivering training or presentations to diverse audiences.
- Ability to host training sessions, speak confidently to groups in person and online and to inspire and motivate others.
- Experience of developing training materials.

(Maximum score available 35)

### **Other**

- Meticulously reliable and organised with excellent planning skills and a commitment to reliable admin, monitoring and evaluation.
- Ability to work flexibly and to clearly communicate availability.
- Experience of using online platforms such as MS Teams and Zoom, computer skills, specifically Microsoft office applications, including Word, and PowerPoint, and of using shared documents, for example using SharePoint.
- Highly motivated, with a proactive attitude and ability to work independently and cooperatively as part of a small team.

(Maximum score available 30)

Total potential score 100

Please contact [carbonliteracy@cafs.org.uk](mailto:carbonliteracy@cafs.org.uk) if you have any questions.