



## LOW CARBON FOOD PROJECT MANAGER

### *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:** Negotiable between a minimum of 22.5 hours per week and a maximum of 30 hours.

**START DATE:** As soon as possible

**DURATION:** Fixed-term contract to end Dec 2025

**SALARY RANGE:** £27,000 - £35,000. 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 **Wednesday 12<sup>th</sup> June** with a completed Application Form. CVs will **not** be accepted.

**INTERVIEWS:** Interviews will be on Zoom on **Wednesday 19<sup>th</sup> June**. If you would be unavailable on this date, we will seek to arrange an alternative.

Applicants will be notified by 5pm on Thursday 13<sup>th</sup> June 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 ROLE

This role integrates and delivers two related projects:

1. The **Low Carbon Food Programme**, which is part of the Zero Carbon Cumbria (ZCC) project funded by the National Lottery and led by CAFS. The ZCC project supports a Partnership of around 80 organisations in tackling some of the main sources of carbon emissions in Cumbria, with a particular focus on food, energy generation, transport and the goods we buy. For more information about ZCC see here [www.zerocarboncumbria.org.uk](http://www.zerocarboncumbria.org.uk).
2. Rural Net Zero: Westmorland and Furness - **Place to Plate** project, funded by Innovate UK Pathfinder Places which will build on the ZCC low carbon food programme by working with more farmers, food businesses and restaurants to reduce emissions across the food chain, commissioning relevant research and testing out what local low carbon food means.

## **PURPOSE OF ROLE:**

- Widen engagement of businesses and other stakeholders throughout Cumbria with the concept of low carbon food through events, toolkits and other resources.
- Establish and commission relevant research to help remove barriers to the decarbonising of systems associated with locally produced food and drink.
- Coordinate action on low carbon food with other aspects of Zero Carbon Cumbria and the Rural Net Zero project and with other food-related initiatives in Cumbria.
- Monitor, evaluate and report on the effectiveness of the two projects.

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

The role will be responsible for:

- Establishing a Low Carbon Food steering group of representatives from relevant organisations, including food and farming, to advise on aspects of the low carbon food programme and potential research topics.
- Liaising with the steering group and other key stakeholders to identify and refine research topics which would support the transition to a low carbon food economy in Cumbria. Once agreed:
  - Prepare specifications and appoint contractors
  - Manage the contractors and the associated £10k research budget
  - Disseminate the findings of the research as widely as possible.
- Working with stakeholders such as Cumbria Chamber of Commerce, Cumbria LEP, Cumbria Tourism to promote low carbon food through their networks.
- On-going development of the [low carbon food toolkit](#), covering low carbon menus/recipes, case studies, reducing food waste and details of other useful resources which inspire and encourage businesses to reduce emissions. This includes working with our Green Enterprise Hub team which delivers decarbonisation support for businesses, to inform the development of resources for the toolkit.
- Collaborating with the Cumberland Food Partnership and other stakeholders to develop a sustainable food and drink charter for Cumbrian organisations/businesses.
- Liaising with the marketing team to promote low carbon food including events, podcasts and the on-going development of the low carbon food section of the Zero Carbon Cumbria website.

- Liaise with ZCCP colleagues such as the Cumbria Emissions Reduction Project Manager and the Events and Training Coordinator to support implementation of the food-related actions identified in Zero Carbon Cumbria's Emission Reduction Action Plans.
- Liaise with the Cumbria Sustainability Network Coordinator to support community led-activities relating to low carbon food.
- Share best practice relating to low carbon food across Cumbria and with stakeholders in other parts of the UK.
- Exploring opportunities to secure funding and/or develop income generation relating to low carbon food.
- Maintain the database of low carbon food stakeholders and resources.
- Collate quarterly activity and output reports.
- Monitor and evaluate the Low Carbon Food programme and the Place to Plate project to inform on-going delivery.
- Carry out other tasks which may be required from time to time as directed by the Zero Carbon Cumbria Project Manager.

### ***Person Specification***

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

- At least three years' experience of planning, supporting and/or managing projects.
- Experience of managing or delivering research projects.
- Proven ability to develop effective working relations with colleagues, external partners and contractors.
- Detailed knowledge of food and drink, from food/drink production to consumption including the associated environmental aspects and impacts.
- Excellent written and oral communication skills.
- Good negotiation skills.
- Ability to 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).
- Understanding of and commitment to CAFS' aims, values and objectives.
- Ability to travel independently around the county.

***Desirable skills, knowledge and experience:***

The following skills, knowledge and experience are **desirable** but not essential:

- Knowledge/experience of food systems and/or stakeholders in Cumbria.
- Experience of organising and delivering events.
- Budget setting/management skills and experience.
- Experience of fund raising/income-generation.
- Knowledge of low carbon solutions required to become a net zero carbon society.
- Procurement/contract management skills and experience.
- Experience of data gathering, analysis and reporting.

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