



Project Administrator (Climate and Carbon Literacy Training)

Job Description

EMPLOYER: Cumbria Action for Sustainability (CAfS)

LOCATION: Contractually based at our office, Eden Rural Foyer, Old London Road, Penrith, CA11 8ET, however, homeworking can be agreed

REPORTS TO: Climate and Carbon Literacy Training Manager

HOURS: 22.5 hours a week, with flexibility to work across 3, 4 or 5 days. The working times are flexible but must include core office hours of 10am-4pm unless agreed otherwise. There may also be occasional need to work evenings/weekends for event or meeting support.

START DATE: 8th January 2025 (15 month contract – maternity cover)

SALARY: £23,400 - £27,900 per annum full-time equivalent, Band A, with starting salary to be agreed depending on skills and experience

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

APPLICATIONS BY: Application form to be sent to recruitment@cafs.org.uk by midday on Tuesday 26th November 2024.

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

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, delivered by our team of expert Contractor Climate Trainers, 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. You can find out more about some of our courses here: <https://cafs.org.uk/climate-and-carbon-literacy-training/>

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 ROLE:

- To ensure the efficient and effective administration of our climate and carbon literacy training project
- To maintain and input into the data management systems and processes for the training.
- To provide a professional, friendly and comprehensive administration support service to the climate training team.

KEY TASKS AND RESPONSIBILITIES:

Course Administration

- First point of contact for all Carbon Literacy Training related enquiries, including the preparation and sending of training quotes, using existing templates.
- Set up courses on the CAfS event booking system and Zoom (training will be given), manage attendance lists, share course details and resources with delegates, and liaise with client organisations and trainers.
- Source suitable venues and caterers for in person public courses.
- Collate and record course data, including polls and feedback, and follow up on questions raised by delegates or trainers, with support from the Training Manager.
- Work with the Training Manager to create feedback surveys.
- Support delegates through post course paperwork to help secure their Carbon Literacy certification, liaising with Climate Trainers and Training Manager.
- Liaise with the Carbon Literacy Project to ensure adaptations to certification and training materials are up to date and approved.
- Carry out and record routine updates to materials including copying slide updates across multiple slide sets, watermarking slides, as requested by the Training Manager and lead on collation and communication of course links to delegates.
- Log project and check project related invoices for authorisation by the Training Manager.
- Liaise with Training Manager to ensure risk assessments for face-to-face delivery are kept up to date, and are updated for each venue.

Contractor Support

- With the support of the Training Manager, ensure contractors complete the required paperwork, including signing contracts, reading policies and completing DBS checks. Track and action renewals.
- Administer trainer accreditation paperwork and support the organisation of training sessions for trainers.
- Communicate materials updates and course dates to Trainers and ensure all dates are booked with a trainer.
- Create admin guidance for the Trainers, including the use of Zoom/MS Teams, with the support of the Training Manager.

Maintain and input into climate and Carbon Literacy training project systems and processes

- Maintain data management systems which track bookings and course set up, assists in version control of training resources, enables effective

budget management across all clients and grant funds, and captures and enables analysis of monitoring and evaluation data.

- Follow and contribute to process flows for booking and course administration for client organisations, delegates and trainers.
- Communicate standardised responses to common queries and use existing communication templates
- Ensure secure storage of personal data, ensuring CAfS/course privacy statements are communicated to delegates.

Wider project administration

- Support the Training Manager with other project-related admin as required, such as arranging meetings, collating information for funding bids, finance reports, monitoring and evaluation, promotion, reporting or award applications.
- Support the Training Manager with induction of new members of the Carbon Literacy team

Job Aide and Note Taker for Training Manager

Varied support to Training Manager which may include:

- Taking notes during meetings
- Condensing or highlighting sections of large documents for easy absorption
- Scheduling meetings and sending reminders about meetings or tasks
- Keeping a record of key project tasks and deadlines and communicating these to Training Manager
- Drafting emails and quotes, for approval by the Training Manager, using an existing template.
- Redirecting and organising email and phone enquiries to minimise email flow to the Training Manager

Person Specification

Essential skills and attributes:

- Meticulously reliable and organised, able to follow processes accurately and thoroughly, with full attention to detail.
- Excellent time management and ability to proactively handle a wide range of tasks and prioritise these effectively.
- Strong communication skills (over the phone, email and online), and ability to maintain friendly, clear and professional communication with all project contacts.
- At least 1 year's experience in providing administrative support in a dynamic and demanding environment.
- Proven ability to use a comprehensive range of IT software (especially Excel, Word, PowerPoint and Microsoft Outlook), ability to use shared documents e.g. SharePoint, and the willingness to train in additional IT skills as and when required.
- Experience of using data management systems and Excel.
- A good level of numeracy
- Highly motivated, with a proactive attitude, ability to use initiative and ability to work cooperatively as part of a small team.
- Empathy with CAfS aims values and objectives.

Desirable criteria

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

- Strong Excel skills, intermediate level with ability to use functions including IF formulae.
- 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, the impact of climate change and available emission reduction solutions
- Understanding of and commitment to CAfS' aims, values and objectives.