

# Cambridge Carbon Footprint

## Home Energy Officer- recruitment information pack

Feb 2023



# Cambridge Carbon Footprint

The Bike Depot  
140 Cowley Road  
Cambridge  
CB4 0DL  
01223 301842  
info@cambridgecarbonfootprint.org  
www.cambridgecarbonfootprint.org



## ABOUT US

Cambridge Carbon Footprint (CCF) helps individuals to make real carbon reductions in their personal lives and empowers them to take the lead on carbon reduction in their social circles, communities and places of work.

We centre our approach on what climate action means to people in their everyday lives – in terms of their beliefs, values and capabilities to make real change. Our outreach is intended to involve everyone, no-matter their previous engagement with the issue or situation in life.

### We deliver our work through:

1. A programme of events and workshops that inspire individual action, underpinned with training and workshops that foster the practical skills necessary.
2. Providing resources and support that empower other local groups to deliver events. This approach enables us to increase our reach and influence new audiences.

### Some notable projects we run include:

- [Open Eco Homes](#), where householders lead tours of homes that have been built or renovated to be comfortable, energy efficient and cosy (2010-2023)
- [Net Zero Now](#), a project which trains climate leaders and provides resources and support for community action on climate change
- [Cambridgeshire Repair Cafe Network](#), where we provide the tools, guidance and support that has seen Cambridgeshire grow into the UK's no. 1 repair cafe hotspot, with over 30 cafes in our region

We're a small, lively organisation. With just three permanent staff members last year we:

- Ran or supported 45 different events or activities
- Had a combined attendance of 1,541 people at events we ran or supported
- Were assisted by 179 volunteers giving 2,422 hours of their time

### Diversity and inclusion

Everyone is welcome at Cambridge Carbon Footprint. Our volunteers and staff are amazing – they inspire great ideas, drive new plans forward and help make Cambridge a better and more sustainable place to live and work. By recruiting and retaining a diverse mix of colleagues who are representative of the diversity in our local community, we are better placed to build our vision for sustainable low carbon communities. We value belonging and community and are committed to supporting one another to contribute effectively to local climate solutions.

# Cambridge Carbon Footprint

The Bike Depot  
140 Cowley Road  
Cambridge  
CB4 0DL  
01223 301842  
info@cambridgecarbonfootprint.org  
www.cambridgecarbonfootprint.org



## ABOUT OUR HOME ENERGY WORK

Home energy accounts for a huge chunk of the UK's carbon emissions - about 14%. Through our home energy programme we help people build and retrofit homes so they are healthy, comfortable, and sustainable. We showcase excellence and provide quality local advice and practical support.

Our two flagship projects in this area are Open Eco Homes (OEH), an annual programme of online and in person tours and talks and our thermal imaging (TI) training and loan scheme. Together these projects:

- Demonstrate a variety of ways to reduce energy consumption, including no/low-cost options
- Support residents to make changes with inspiration, peer support, professional advice and signposting to locally relevant resources and businesses
- Enable residents across Cambridge and South Cambridgeshire to access thermal imaging cameras to identify heat leaks in the home

We've been running these projects since 2010, but now there's surging demand and the need to develop them further to reach wider and bigger audiences. In the next 12 months our priorities are to:

- 1) Expand our thermal imaging programme to meet the more than 3 fold increase in demand
- 2) Improve our home energy programme, upgrading our online advice and exploring new projects and ways to improve existing programmes
- 3) Explore ways to support sustainable retrofitters with more regular skill sharing and community building events

# Cambridge Carbon Footprint

The Bike Depot  
140 Cowley Road  
Cambridge  
CB4 0DL  
01223 301842  
info@cambridgecarbonfootprint.org  
www.cambridgecarbonfootprint.org



## ROLE DESCRIPTION

### TITLE: Home Energy Officer

REPORTING TO:	Line Manager: Tom Bragg, Open Eco Homes Manager Deputy Manager: Alana Sinclair, CCF Manager
SALARY:	£24,560 pro rata
HOURS:	22.5 hours per week
CONTRACT:	12 month fixed term contract, renewal subject to funding
BENEFITS:	Pension provision, generous sick and compassionate leave, flexible working arrangements
HOLIDAY ENTITLEMENT:	5 weeks plus bank holidays, pro-rata
PRIMARY PLACE OF WORK:	The Bike Depot, 140 Cowley Road, Cambridge, CB4 0DL

Note: This role requires some evening and weekend work. Time off in lieu will be given.

### PURPOSE:

Working with CCF Trustees, staff and volunteers in planning and delivering the Cambridge Carbon Footprint home energy project, including our Open Eco Homes events and thermal imaging training and loan schemes. Developing and executing our home energy strategy and improving our offering to meet the evolving needs of the local community.

### KEY RESPONSIBILITIES:

- Organise and deliver our Open Eco Homes project, which showcases energy-efficient homes in the local area.
- Manage and develop our thermal imaging training and loan scheme to support the community in identifying energy losses and implementing energy-saving measures.
- Identify and develop partnerships with local organisations and businesses to promote the project and increase participation.
- Develop and maintain relationships with volunteers, community groups, and key stakeholders to support the success of the project.
- Monitor and report on project performance, including data collection and analysis, to measure the effectiveness of the project.
- Develop and implement strategies to continuously improve the quality of services offered by the project.
- Manage the project budget and contribute to fundraising efforts to ensure the project is financially sustainable.
- Participate in community outreach activities to promote the project and educate the public on energy efficiency and climate change.
- Develop and maintain online resources that promote and support energy efficiency.
- Deliver written communications and social media campaigns to promote the project.
- Recruit, train and retain volunteers to support project delivery.
- Collaborate with other CCF staff and volunteers to coordinate activities across our organisation.

# Cambridge Carbon Footprint

The Bike Depot  
140 Cowley Road  
Cambridge  
CB4 0DL  
01223 301842  
info@cambridgecarbonfootprint.org  
www.cambridgecarbonfootprint.org



## WHAT WE'RE LOOKING FOR

Our ideal candidate will be a flexible, creative self-starter, who is good with people and able to demonstrate the following:

### Experience

#### ESSENTIAL

A background in energy or environmental work  
Project planning and delivery

#### DESIRABLE

Project design and development  
Recruiting and managing volunteers  
Successful event organising  
Writing and designing publicity materials

### Skills and knowledge

#### ESSENTIAL

Knowledge of home energy efficiency measures and low-carbon heating  
Excellent organisational, communication and interpersonal skills  
Strong IT skills

#### DESIRABLE

Experience with budget management and fundraising  
Knowledge of best practice climate change communication  
Knowledge of behaviour change strategies  
Design and social media skills

## APPLICATIONS

This is a unique opportunity to join a friendly team working on a project that will respond to the high levels of public interest in climate change and carbon reduction in a meaningful way.

The deadline for applications is **9am 16th March**. To apply please send a CV and cover letter detailing your experience and suitability for the role to Alana Sinclair at [alana@cambridgecarbonfootprint.org](mailto:alana@cambridgecarbonfootprint.org).