

# Cambridge Carbon Footprint

## Trustee Recruitment Pack

August 2023



**Cambridge Carbon Footprint**

The Bike Depot  
140 cowley road  
Cambridge, CB4 0DL

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140 Cowley Road  
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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 (2010-2022)
- [Net Zero Now](#), a project which trains climate leaders and provides resources and support 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

Everyone is welcome at Cambridge Carbon Footprint. Our volunteers and staff are amazing – they inspire great ideas, drive new plans forwards 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 more likely 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.

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## ROLE DESCRIPTION

**TITLE:** Cambridge Carbon Footprint Trustee

**REPORTING TO:** CCF Board of Trustees

**HOURS INVOLVED:** Trustees normally meet for 2 hours, 5 or 6 evenings a year in Cambridge, with some preparation required. Strategy meetings can be longer, normally once or twice a year. Sometimes we make decisions by email between meetings, if they can't wait. Some Trustees contribute in other ways, depending on their skills, interests and availability.

**LOCATION:** Meetings online and in person

**As a team, the Board of Trustees plan ahead and ensure that CCF:**

- is effective, engaging and working with a wide public to rapidly make their lives and communities climate-friendly
- has the people, well-run teams and resources to achieve this

**CCF Trustees have a formal, statutory duty to:**

- ensure that CCF complies with its [governing document](#), charity law, company law and any other relevant legislation or regulations
- ensure that CCF pursues its objects, as defined in its Memorandum of Association:  
“The promotion for the benefit of the public of the conservation, protection and improvement of the physical and natural environment by raising awareness of climate change and encouraging practical steps to reduce atmospheric carbon dioxide levels”
- ensure CCF uses its resources exclusively in pursuance of its objects: CCF must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- contribute actively to the board of trustees' role in giving clear strategic direction to CCF, setting overall policy, defining goals, setting targets and evaluating performance
- safeguard CCF's good name and values
- ensure the effective and efficient management and administration of CCF
- ensure CCF's financial stability
- appoint and employ CCF staff and be good employers to them

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## Other duties

In addition to these statutory duties, we need each trustee to contribute their specific skills, knowledge and experience, working with other trustees to make good and timely decisions.

## Skills

You'll have experience of working in teams and joint decision-making. You can be well organised and creative. You listen to what others say and express your views clearly in response.

We encourage all members of our team to bring their own unique skills and experience to support our work, but would particularly welcome new Trustees with experience and skills in HR, marketing, communications, legal and fundraising.

## Training and support

Being a CCF Trustee is a flexible voluntary opportunity that's both engaging and rewarding. If you join us with your unique skills, our staff and existing Trustees will help you get to know CCF and provide all the training you need on the responsibilities of being a Trustee. You'll work with a great team of people who share a common purpose, helping to tackle climate change together.

## FIND OUT MORE

To find out more about joining the CCF Trustee team please email Nicole Dang, CCF Trustee at [nicole-d@cambridgecarbonfootprint.org](mailto:nicole-d@cambridgecarbonfootprint.org).