

Cambridge Carbon Footprint

Project Officer Recruitment Pack

August 2024



Cambridge Carbon Footprint (registered charity number: 1127376)

The Bike Depot
140 Cowley Road
Cambridge, CB4 0DL

ABOUT US

For over 15 years, we have worked collaboratively towards our vision of thriving, zero-carbon communities by inspiring and empowering individuals and communities to take action on climate change. 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- present)
- [Net Zero Now](#), a project which trains climate leaders and provides resources and support to 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
- Circular Economy initiatives, such as our ever popular [Community clothes swaps](#)

Our organisation may be small, but we're incredibly active. With just four permanent staff members, last year we:

- Ran or supported 160 different events or activities
- Had a combined attendance of 7,710 people at events we ran or supported
- Were assisted by 2,021 volunteers giving 12,770 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.

OUR VALUES AND CULTURE



JOB DESCRIPTION

Job title	Project Officer
Reporting to	Nicole Barton, Community and Engagement Manager
Contract type	12 month fixed term contract, renewal subject to funding. Part time (22.5 hours per week).
Location	Predominantly office based, with some home working. Our offices are currently based near Cambridge North.
Salary	£26,034 pro rata
Key benefits	4% employer pension contribution. 25 days paid leave plus public holidays. Flexible working arrangements. Generous sick and compassionate leave policies.

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

Main purpose

The Project Officer will work closely with CCF trustees, staff, and volunteers to deliver impactful outreach activities, enhance our information resources, and support the growth and development of our outreach team. You will play a key role in expanding our reach within the community and ensuring the success of our events and programmes.

Duties and responsibilities

- **Outreach Delivery:** Coordinate and deliver CCF's programme of outreach stalls, talks, and workshops, engaging diverse audiences.
- **Volunteer Recruitment and Development:** Recruit, train, and support our team of outreach volunteers, helping them to grow and succeed in their roles.
- **Resource Management:** Maintain and improve outreach materials, including the Cambridge Climate Map, and ensure stall and workshop materials are up to date.
- **Project Support:** Assist in delivering CCF events and projects, such as our clothes swaps, Imaginarium, and Cambridge Festival programmes.
- **Collaboration:** Work with CCF staff and volunteers to coordinate activities across the organisation, fostering strong internal and external partnerships.
- **Project Monitoring:** Track project outcomes and impacts, ensuring targets are met, and report progress to funders.
- **Communications:** Contribute to written communications, photography, and social media content to document and promote CCF's activities.
- **General:** Carry out any other duties as may be reasonably requested.

PERSON SPECIFICATION

Our ideal candidate is a flexible, creative self-starter with strong interpersonal skills. Please note that we encourage you to apply even if your experience doesn't precisely match the criteria below.

Attribute	Essential	Desirable
Education, knowledge and training	<ul style="list-style-type: none"> ● Knowledge and understanding of climate change and carbon reduction. 	<ul style="list-style-type: none"> ● Knowledge of best practice climate communication strategies. ● Knowledge of behaviour change strategies.
Skills and abilities	<ul style="list-style-type: none"> ● Excellent interpersonal and communication skills. ● Strong organisational skills. ● Ability to motivate volunteers and foster collaboration. ● Proficient using IT tools and social media. 	<ul style="list-style-type: none"> ● Event management skills. ● Website content creation (e.g. WordPress, Elementor). ● Design skills (Canva).
Experience	<ul style="list-style-type: none"> ● Comfortable delivering presentations, outreach, workshops, and/or educational programmes. 	<ul style="list-style-type: none"> ● Recruiting and developing volunteers. ● Organising events and activities. ● Project monitoring and reporting.
Motivation and fit	<ul style="list-style-type: none"> ● A strong commitment to tackling the climate crisis through community-led climate action. ● Able to work on own initiative as well as in teams. ● A willingness to develop additional knowledge and skills. 	<ul style="list-style-type: none"> ● An understanding of the ethos of a small, local charity.

HOW TO APPLY

To apply, please submit a CV (2 page max.) along with a cover letter (2 page max.) to alana@cambridgecarbonfootprint.org. Your cover letter should highlight your relevant skills, knowledge and experience in light of the job description and specification.

Applicants must be eligible to work in the UK.

Key dates

The closing date for applications is Thursday 26th September at 5pm. We will review applications on a rolling basis and reserve the right to close this advert early if we receive sufficient high-quality applications. Successful candidates will be invited to interview on a rolling basis.

Adjustments

We are committed to ensuring everyone can access our website and application process. Should you require access to these documents in alternative formats, please contact alana@cambridgecarbonfootprint.org.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your sensitive personal data in your CV and application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Equal opportunities

We are an equal opportunity employer and are committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants.