

# Cambridge Carbon Footprint

## Repair Café Officer Recruitment Pack

September 2025



**Cambridge Carbon Footprint** (registered charity number: 1127376)

The Bike Depot  
140 Cowley Road  
Cambridge, CB4 0DL

## ABOUT US

For nearly 20 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 one full-time and three part-time staff, last year we:

- Helped deliver 179 events
- Engaged with 9,647 people who attended these events
- Helped mobilise 1,521 volunteers

### 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

<b>Job title</b>	<b>Repair Cafe Officer</b>
<b>Reporting to</b>	General Manager
<b>Contract type</b>	12-month fixed term contract, renewal subject to funding 22.5 hours per week (0.6 FTE)
<b>Location</b>	Predominantly office based, with some home working. Our offices are at the Bike Depot, 140 Cowley Road, near Cambridge North railway station
<b>Salary</b>	£26,940 pro rata
<b>Key benefits</b>	4% employer pension contribution. 5 weeks paid leave plus public holidays (pro rata). Flexible working arrangements. Generous sick and compassionate leave policies.

Note: This role requires some evening and weekend work, for which time off in lieu will be given

### Main purpose

The Repair Cafe Officer will contribute to the delivery of Cambridge Carbon Footprint's organisational strategy by ensuring the Cambridgeshire Repair Café network continues to thrive.

### Key responsibilities

Working collaboratively with staff, trustees and Cambridgeshire Repair Café network volunteers to:

1. Implement processes to provide Repair Café organisers with:
  - a. Access to well-maintained toolkits providing important safety equipment, signage and tools
  - b. Offers to repair from experienced repairers
  - c. Insurance to cover relevant liabilities
  - d. Event promotion via our website and newsletters
  - e. Resources for the smooth running of Repair Cafes
2. Create and publish the monthly Cambridgeshire Repair Café network e-newsletter with event listings, network updates and articles
3. Recruit, train and retain volunteers to support project delivery
4. Organise and deliver training and skill building opportunities for Repair Café organisers and repairers
5. Maintain, review and improve processes and resources including Repair Café toolkits and online webpages and booking systems

6. Manage existing partnerships, and identify and develop new partnerships, with a variety of stakeholders including voluntary sector organisations, businesses, local authorities and education bodies and community groups
7. Support fundraising efforts by collaborating with the General Manager and trustees to develop income streams and submit funding proposals
8. Monitor and report on project performance, including data collection and analysis to assess effectiveness and impact
9. Organise Repair Cafes delivered directly by Cambridge Carbon Footprint
10. Engage in community outreach activities to promote the role of reuse and repair in addressing the climate and ecological crisis
11. Develop and deliver promotional materials, including written communications and social media campaigns to support project aims
12. Undertake other duties as agreed with CCF Management

## PERSON SPECIFICATION

Our ideal candidate is a well organised all-rounder with good IT and communication skills, and a passion for community action on climate change.

Attribute	Essential	Desirable
<b>Education, knowledge and training</b>	<ul style="list-style-type: none"> <li>• Education to A level or equivalent</li> <li>• Good passes in English and Maths GCSE or equivalent</li> <li>• Understanding of Repair Cafes</li> <li>• Understanding of the importance of the circular economy, and the importance of reuse and repair</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of climate change and carbon reduction</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> <li>• Strong organisational skills</li> <li>• Ability to write clearly</li> <li>• Proficient using IT tools and social media</li> </ul>	<ul style="list-style-type: none"> <li>• Excel skills</li> <li>• Website content creation (e.g. WordPress, Elementor)</li> <li>• Design skills (Canva)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Organising and administering events and/or other activities</li> <li>• Use of MS Office software and other office administration tools</li> <li>• Some experience presenting to a group</li> </ul>	<ul style="list-style-type: none"> <li>• Working with volunteers</li> <li>• Project monitoring and reporting</li> <li>• First-hand experience of Repair Cafes</li> <li>• Experience delivering training or presentations, outreach, workshops</li> </ul>
<b>Aptitudes</b>	<ul style="list-style-type: none"> <li>• Problem-solver</li> <li>• Flexible</li> <li>• Able to work on own initiative as well as in a team</li> <li>• A willingness to develop additional knowledge and skills</li> </ul>	
<b>Motivation and fit</b>	<ul style="list-style-type: none"> <li>• A strong commitment to tackling the climate crisis through community-led climate action.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the ethos of a small, local charity.</li> </ul>

**Applicants must be able to show they are eligible to work in the UK.**

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

### **Key dates**

- The closing date for applications is 9 am Monday 3 November
- Shortlisted candidates will be contacted by close of play on Friday 7 November
- Interviews will be held in the week commencing Mon 17 November. ***Please let us know if there are times and dates during that week that you would not be available***
- Preferred start date: 2 January 2026

### **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 [siobhan@cambridgecarbonfootprint.org](mailto:siobhan@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.