

Cambridge Carbon Footprint

Home Energy Officer - Recruitment Information Pack

February 2026



Cambridge Carbon Footprint (registered charity number: 1127376)

The Bike Depot
140 Cowley Road
Cambridge CB4 0DL
01223 301 842

ABOUT US

For nearly 20 years, Cambridge Carbon Footprint have worked towards our vision of thriving, zero-carbon communities by inspiring and empowering individuals and communities to take action on climate change. Our notable projects include:

- [Open Eco Homes](#), where householders host tours of their new build or renovated homes that have been designed or adapted to be comfortable, energy efficient and cosy. Our annual programme has run every year since 2010
- [Thermal Imaging](#), where we provide training and loan out thermal imaging cameras to help people find out where their home is leaking heat as a first step towards energy saving improvements
- [Net Zero Now](#), which trained climate leaders (2023-24) and continues to provide resources and support to community groups taking action on climate change
- The [Cambridgeshire Repair Cafe Network](#), where we provide the tools, guidance and support that has made Cambridgeshire the UK's no.1 Repair Cafe hotspot with 40 active Repair Café organising groups
- Our ever popular [Community Clothes Swaps](#)
- [How to Crack on With It](#) workshop sessions for businesses and community organisations providing information and impetus to make changes towards living more sustainably (2024-25)

We are a small organisation, but we achieve a lot. With just one full-time and three part-time staff, in 2024 we:

- Helped deliver 179 events
- Engaged with 9,647 people attending these events
- Mobilised 1,521 volunteers

(2025 figures are currently being prepared and show a similar picture).

OUR VALUES AND CULTURE



ABOUT OUR HOME ENERGY WORK

Home energy accounts for around 14% of the UK's carbon emissions and is an important area where individuals can make a real difference. Our two flagship projects in this area are **Open Eco Homes** – our annual programme of online and in-person tours and talks and our **Thermal Imaging training and camera loan scheme**. Through these projects, we inspire and support people to make home improvements which reduce their environmental impact and make homes cosier and healthier.

Home Energy is one of six key objectives in our [2026-2029 Strategy](#).

Over the next three years, we aim to inspire and enable more residents to make their homes more sustainable by:

- Delivering a refreshed Cambridge City Open Eco Homes programme of tours and talks in partnership with local organisations
- Recruiting and supporting community leaders to run local Open Eco Homes programmes
- Expanding thermal imaging training and camera loan schemes to meet growing demand
- Supporting community-led thermal imaging initiatives
- Maintaining a local directory of suppliers offering home energy improvements

Our new Home Energy Officer will take this work forward, supported by an advisory group of knowledgeable and experienced trustees and key volunteers.

JOB DESCRIPTION

JOB TITLE:	Home Energy Officer
REPORTING TO:	General Manager, Siobhan Mellon
CONTRACT:	12-month fixed term contract, renewal subject to funding
HOURS:	22.5 hours per week (0.6 FTE) Days and times to be set by mutual agreement. The role requires some evening and weekend work, for which time off in lieu will be given.
LOCATION:	Office-based, with some working from home by mutual agreement. Our offices are at The Bike Depot, 140 Cowley Road, Cambridge, CB4 0DL (near Cambridge North railway station)
SALARY:	£26,940 pa pro rata (= £16,164)
KEY BENEFITS:	Five weeks paid leave plus public holidays (pro rata). Flexible working arrangements. 4% employer pension contribution.

MAIN PURPOSE:

Develop, plan and deliver Cambridge Carbon Footprint's home energy programme with the support of the Home Energy Advisory Group and in line with our [2026-29 Strategy](#).

KEY RESPONSIBILITIES:

1. Plan and deliver our 2026 Open Eco Homes programme
2. Manage and develop our thermal imaging training and loan scheme
3. Convene meetings of the Home Energy Advisory Group
4. Develop and maintain relationships with volunteers, community groups, local businesses/sponsors and other organisations
5. Monitor and report on programme performance, including data collection and analysis
6. Contribute to fundraising efforts to ensure the programme is financially sustainable
7. Create social media and other communication campaigns to promote the programme
8. Contribute to community outreach activities to promote the programme and engage with the public on energy efficiency and climate change
9. Recruit, train and retain volunteers to support project delivery
10. Collaborate with other CCF staff and volunteers to coordinate activities across our organisation

PERSON SPECIFICATION

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

ATTRIBUTE	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
Experience	Experience of planning and delivering projects	Experience of: Successful event organising Recruiting and managing volunteers Writing and designing publicity materials Fundraising Creating social media campaigns
Skills and knowledge	Knowledge of home energy efficiency measures and low-carbon heating Excellent organisational, communication and interpersonal skills Strong IT skills	Familiarity with Office 365 Website content creation skills Design skills using Canva or similar Knowledge of climate communication best practice and behaviour-change strategies Familiarity with the voluntary sector in Cambridgeshire
Motivation and fit	Commitment to the values of Cambridge Carbon Footprint: approachable, empowering, connected, caring and solution-focused	An understanding of the ethos of a small, local charity.

APPLICATIONS

To apply for this job, please email Siobhan Mellon, General Manager of Cambridge Carbon Footprint, at siobhan@cambridgecarbonfootprint.org, and attach:

- i) your CV with dates and details of education, work and any relevant unpaid experience (two sides of A4 max)
- ii) a cover letter highlighting your relevant skills, knowledge and experience in light of the job description and person specification (two sides of A4 max)

Applications must arrive no later than 9am Monday 2nd March 2026.

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

Interviews will be held in the week commencing Monday 9th March. **Please let us know if there are times and dates during that week when you will not be available for interview.**

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.

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.

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.