



# CAfS Development Officer

## JOB DESCRIPTION

### JOB TITLE:

Development Officer

### DURATION of CONTRACT

12 month contract with possibility of extending dependent on successful funding bids. Hours: 3 days per week or 22.5hrs per week by arrangement. Flexible working negotiable.

### LOCATION

Based in CAfS Office, Mardale Rd, Penrith, CA11 9EH (within easy reach of train and bus station) CA11 9EH. Remote working is possible, but we would expect the candidate to access the office at least 2 of the 3 days.

### SALARY

£18,000-£20,000 per annum pro rata with 6% pension contribution.

### RESPONSIBLE TO

Trustees and Directors of Cumbria Action for Sustainability (CAfS) and Management Sub Committee. Working alongside CAfS Cumbria Green Build Officer.

### PURPOSE

To be the main contact for CAfS, managing the CAfS office and developing projects and funding bids that enable practical sustainability projects to be delivered throughout the County. The post will also be instrumental in assisting the CAfS Green Build Officer in organising and delivering Cumbria Green Build Programme and Festival 2010.

### MAIN RESPONSIBILITIES

- To seek and obtain funding for Cumbria Green Build and other local sustainability projects in line with CAfS objectives.
- To initiate, develop and deliver new projects and areas of work.
- To manage and run the CAfS office including responsibility for admin, finance and IT, including updating the website.
- To act as the principal point of contact for CAfS.
- To support the Green Build programme officer in the promotion and organisation of green build events and the production of associated material.
- To answer enquiries and signpost local projects and organisations.
- To promote the work of CAfS and increase its prominence across Cumbria.
- To develop and maintain partnerships with other organisations, as appropriate.
- To expand CAfS' role as an umbrella organisation for local community sustainability groups.
- Develop promotional material for press and publicity
- To regularly report to and update CAfS directors
- To undertake any other work within CAfS' remit that may be required

## **QUALIFICATIONS, SKILLS, EXPERIENCE**

- A first degree or equivalent experience in a field relevant to environmental sustainability and energy efficiency.
- Highly motivated and independent worker.
- At least 2 years fund raising and project management experience.
- Good written and excellent verbal communication skills.
- An innovative, clear thinking, organised approach to working.
- Experience of working in partnerships.
- Experience of creating promotional material.
- Experience in office and financial management.
- Proficiency in excel spreadsheets, word, publisher and powerpoint.

## **BENEFITS TO THE INDIVIDUAL**

We would like this post to develop into a long term and possibly full time post, subject to funding and the appetite of the candidate.

This is an outstanding opportunity for an individual to make a real impact in practical terms to the adoption of more sustainable behaviour and the take up of green build and wider environmental technologies in Cumbria.

It will increase understanding of and involvement in the various strategies and interventions in Cumbria to tackle climate change.

It will give you exposure to some of Cumbria's leading exponents of sustainable living and working.

It offers the experience of working with a variety of innovative individuals and partner organisations.

CAfS is managed by volunteer Trustees from a range of backgrounds, most with a specialism in sustainability. Whilst the Development Officer will receive support and direction from the Trustees, the nature of the post means that a significant level of day to day independence is expected.

**For further information about Cumbria Action for Sustainability and Cumbria Green Build – see [www.cafs.org.uk](http://www.cafs.org.uk)**

**If you wish to discuss the post with the Chair of CAfS or a Trustee, please contact Rod Hughes on 01768 863030 or Phil Davies on 01228 221032 respectively.**