



Futureproof Cumbria

Eden Rural Foyer, Old London Road, Penrith, Cumbria, CA11 8ET

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Company Number: 6492907 | Charity Number: 1123155

Zero Carbon Cumbria Partnership Manager

Job Description

The employer: Futureproof Cumbria

Location: Contractually based at our office, Eden Rural Foyer, Old London Road, Penrith, CA11 8ET, however we encourage and enable flexible working patterns and blended home and office working.

Reports to: Chief Executive Officer

Hours: Minimum of 26.25 hours per week, potential for 30 hours per week subject to negotiation.

Start date: Tuesday 6th January 2026

Duration: To end of March 2027 with potential for extension subject to funding.

Salary band: D

Salary range: £35,070 - £45,070 (FTE). Starting salary to be agreed depending on knowledge and experience.

Futureproof Cumbria's role and purpose

We are the leading organisation in Cumbria showcasing low carbon living, energy efficiency improvements, renewable technology and reduced use of fossil fuels, both on a domestic scale and in the community. The charity aims to drive a shift towards a zero carbon Cumbria and provides information, advice and motivation through events, site visits and practical projects. With over 25 years of experience, Futureproof Cumbria is the first point of reference in the county for information on sustainability and energy.

Zero Carbon Cumbria Partnership

The Zero Carbon Cumbria Partnership (ZCCP) is steering greenhouse gas emissions reduction in the county, at a strategic level, towards net zero carbon by 2037. The high profile initiative involves around 80 organisations from the public, private and third sectors with over 300 people taking part. Futureproof Cumbria co-chairs the partnership alongside the University of Cumbria. The ZCCP was

funded by the National Lottery from 2020 to end December 2025. From January 2026 it will be funded by Westmorland and Furness Council for 15 months. The partnership has a Strategic Oversight Board (SOB) of leads from key stakeholder organisations in the county.

Main purpose of role:

- Lead the further development and management of the Zero Carbon Cumbria Partnership to extend its reach and influence both locally and nationally.
- Ensure a strong, effective relationship with the funders of the partnership – ensuring budgets and deliverables are on track and securing additional resources.
- Lead and performance manage the Zero Carbon Cumbria team.

Main tasks:

Strategic leadership

1. Be a champion of the work of the ZCC – providing vision and inspiration to stakeholders to decarbonise, across the public, private and third sectors.
2. Develop and implement strategies for the growth and strengthening of the partnership in close collaboration with the chairs and SOB and in consultation with the wider membership.
3. Build and maintain strong and influential relationships with key decision makers that can affect changes in emissions in line with the 2037 ambition, both within Cumbria and elsewhere in the UK.
4. Identify and recruit new members to the partnership, ensuring representation from diverse sectors across Cumbria.
5. Seek to influence policy, legislation and funding programmes in the county and nationally, in collaboration with the Policy Analyst, to maximise emission reduction and ensure coordinated action where possible.
6. Ensure strong community and youth involvement across all elements of the partnership and in line with the recommendations of the Cumbria Climate Assembly.
7. Monitor and evaluate the performance of the partnership, providing regular reports and insights to Futureproof Cumbria Board and CEO, the ZCC Strategic Oversight Board, and funders, particularly Westmorland and Furness Council.
8. Take overall responsibility for monitoring and reporting on the progress of Cumbria's emissions in collaboration with the Carbon Monitoring Officer and using the Cumbria Carbon Landscape Tracker.
9. Represent ZCCP and liaise with other partnerships across the county to facilitate complementary and collaborative action, including the Lake District National Park Partnership and Local Nature Partnership.

10. Work closely with the Carbon Emissions Reduction Manager to ensure the effectiveness and impact of the four voluntary emissions sector groups is maintained and maximised.
11. Draw on good practice from similar initiatives elsewhere in the UK and share Cumbria's experience nationally.

Governance

1. Provide support for the SOB and co-chairs of the ZCCP, ensuring the development and delivery of meeting agendas.
2. Ensure the review and implementation of the terms of reference of the SOB and ZCCP.
3. Ensure the representation of community and youth voice throughout the governance of the partnership.
4. Help to secure and maintain the involvement of senior leaders from key stakeholder groups in the SOB.
5. Deliver transparency of decision making by ensuring meetings are recorded and communicated publicly.

Project and team management

1. Agree an annual workplan with Futureproof Cumbria CEO and the SOB.
2. Lead and line manage the Zero Carbon Cumbria team, ensuring the wellbeing and performance of colleagues.
3. Manage the team budget – ensuring it is optimised and changes are negotiated and agreed with funders and CEO.
4. Procure and manage contractors/partner organisations as required.
5. Ensure effective management and mitigation of project risks.
6. Attend and contribute to the Futureproof Cumbria management group.
7. Seek additional funds to continue or extend the work of the partnership through leading or contributing to bids and helping secure corporate sponsorship.

Communications

1. Serve as the primary point of contact for local and national stakeholders.
2. Lead the organisation of quarterly partnership and SOB meetings and other ad hoc events in close collaboration with the partnership and SOB Chairs, including the annual Zero Carbon Cumbria Summit.
3. Work with the Futureproof Cumbria marketing team to ensure the ZCC website and social media channels reflect the work of the partnership.
4. Increase the number and range of partners, and encourage more active involvement of existing partners.
5. Work with the Carbon Monitoring Officer, employed by the Lake District National Park Authority to help ensure changes to carbon emissions are monitored and communicated in an accessible way.

Person Specification

Essential skills, knowledge and experience

- At least three years of experience of delivering complex and strategic projects, programmes or partnerships.
- Experience of developing effective working relationships with diverse stakeholders.
- Strong networking skills and ability to understand and respond to the needs of different audiences.
- Strong understanding of climate science and solutions.
- Good budget and resource management skills.
- Experience of managing staff.
- Excellent written and oral communication skills.
- Ability to proactively manage a wide range of tasks, prioritise these effectively and work to tight timeframes.
- Ability to use initiative and make effective decisions.
- Understanding of relevant requirements of the Data Protection Act 2018.
- Strong IT skills with the ability to use a range of software (Microsoft Outlook, Excel, Word, PowerPoint and MS Teams).
- Broad knowledge of the range of low carbon solutions required to become a net zero carbon society.
- Understanding of and commitment to Futureproof Cumbria's aims, values and objectives.
- Driving licence and access to car, or other means to travel independently around the county.

Desirable skills, knowledge and experience

The following skills, knowledge and experience are desirable but not essential:

- A degree-level qualification in a relevant field, e.g. project management, sustainability, community development.
- Experience of delivering community or youth-led sustainability projects or schemes.
- Experience of reporting to senior level project boards/steering groups and major funders.
- Experience running online meetings and webinars.
- Proven facilitation skills.
- Experience of fundraising.
- Established network of contacts in Cumbria.