



Futureproof Cumbria

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

01768 210 276 | recruitment@futureproofcumbria.org.uk

Company Number: 6492907 | Charity Number: 1123155

Administrator, Zero Carbon Cumbria

Job description

The employer: Futureproof Cumbria

Location: Eden Rural Foyer, Old London Road, Penrith, CA11 8ET

Reports to: Partnership Manager, Zero Carbon Cumbria

Hours: 22.5hrs a week. There may be some flexibility with the contracted hours.

Start date: January 2026

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

Salary band: A

Salary range: £24,570 to £29,070 per annum full-time equivalent. 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 2 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:

- Providing meeting and event support to the Zero Carbon Cumbria Partnership and team.
- Help to maintain and manage relations with a diverse range of stakeholders.
- Assist the Partnership Manager with budget management.

Main tasks:

Meeting support

1. Liaise with meeting leaders/chairs, help with drafting agendas, circulate papers, take and distribute minutes, track actions and support timely follow-ups. This involves regular liaison with the Strategic Oversight Board, full Partnership meetings, ZCC team meetings and sector groups.
2. Contribute to the development and implementation of forward planning tools, internal calendars, and coordination systems.
3. Organise venues for in-person meetings and arrange catering where required.
4. Arrange and support the use of Zoom / Teams for online meetings.
5. Encourage attendance at meetings.
6. Take minutes and log actions of meetings, secure sign off and circulate to attendees.
7. Liaise with meeting leaders and chairs and marketing colleagues to ensure that relevant ZCCP website pages are kept up to date with relevant information, papers, minutes of meetings, etc.
8. Ensure records of meetings are stored online and are shareable with partners.
9. Maintain details of meeting invitees and attendees and ensure these are kept up to date and in compliance with data protection regulations.

Event support

1. Work with the Events and Training Coordinator to provide administration and support for events.
2. Help with the management of invites, registrations, scheduling and on-the-day logistics, acting as a point of contact across multiple organisations and with the venues.

Stakeholder engagement and communications

1. Provide the first point of contact for external enquiries to the ZCC project, managing and triaging communications to the appropriate team member. This includes monitoring of email inboxes for each sector group.
2. Use and maintain the partnership contacts spreadsheet to support engagement.
3. Work with the marketing team to send meeting invites and other communications through Mailchimp.
4. Gather evaluation data as required by the Partnership Manager.

Other Responsibilities

1. Provide operational and administrative support to the Zero Carbon Cumbria team, ordering equipment, assisting with recruitment and supporting the onboarding of new staff.
2. Assist the Partnership Manager with budget management such as invoice processing and other basic finance tasks.
3. Take part in staff meetings, team meetings and training.
4. Perform other duties that may be required from time to time as directed by line manager.

Person Specification

Essential skills and attributes:

- Experience in providing administrative support including meeting organisation and minute-taking.
- Excellent communication skills both written and verbal.
- Excellent customer service to both internal and external customers.
- Proven ability to handle a wide range of tasks, prioritise these effectively and follow processes accurately.
- Ability to deal with a wide range of stakeholders at various levels of seniority.
- Proven ability to use a comprehensive range of IT software (especially Microsoft Outlook, Excel, Word, and MS Teams) and the willingness to train in additional IT skills as and when required.
- Experience of setting up and helping to run online meetings e.g. MS Teams, Zoom.
- A good level of numeracy.
- Experience of invoice processing.

Desirable skills and attributes

- Experience of Quickbooks finance package.
- Experience of Mailchimp.
- Experience of database/customer relationship management systems.
- Experience of data gathering and collation e.g. customer event participant feedback data.
- Understanding of and commitment to Futureproof Cumbria's aims, values and objectives.

The hours of work are flexible but must include core office hours of 10am-4pm. There may also be occasional need to work evenings or weekends for event or meeting support.

This job description is not exhaustive but is provided to assist the postholder to know what their main duties are. It may be amended from time to time without change to the levels of responsibility appropriate to the grade of the post and in discussion with the postholder.