



**Futureproof Cumbria**

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Company Number: 6492907 | Charity Number: 1123155

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# Administrator, Climate and Carbon Literacy Training

## Job description & person specification

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**The employer:** Futureproof Cumbria

**Location:** The role is contractually based at our Penrith office; however, we actively support flexible working patterns, including a blended approach to home, site, and office-based working.

**Reports to:** Climate and Carbon Literacy Training Manager.

**Hours:** 18.75 hours a week (potential to increase subject to funding), with flexibility to work across 3, 4 or 5 days. The working times are flexible but must include core office hours of 10am-4pm unless agreed otherwise. There may also be occasional need to work evenings/weekends for event or meeting support.

**Start date:** Flexible, but as soon as possible (fixed term contract to 31<sup>st</sup> March 2027).

**Salary band:** A

**Salary range:** £26,228 - £30,728 per annum (full-time equivalent), with starting salary to be agreed depending on skills and experience.

**Legal right to work:** You must have a legal right to work in the UK.

**Application:** Apply using the Futureproof Cumbria application form. CVs will not be considered. Application forms must be received by **9am on Tuesday 2<sup>nd</sup> June 2026**.

### Futureproof Cumbria's role and purpose

Futureproof Cumbria is 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 has been 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.

## **About Climate and Carbon Literacy and Climate Fresk training**

As well as managing the whole Zero Carbon Cumbria project, Futureproof Cumbria is also delivering the crucial Climate and Carbon Literacy training strand of the project. Carbon Literacy and Climate Fresk training, delivered to adults and children by our team of expert contractor Climate Trainers, inspires the behaviour change needed to reduce greenhouse gas emissions. It increases knowledge, understanding, confidence and a sense of agency by providing people, communities and organisations with the information, support, networks and tools they need to make positive changes. Recipients feel empowered to make changes to their lives at home and work, share their learning and drive positive environmental changes. Thanks to funding from Copeland Community Fund and Walney Community Extension Fund, we are recruiting a project administrator.

You can find out more about some of our courses here:

[futureproofcumbria.org.uk/training](https://futureproofcumbria.org.uk/training). This is an exciting opportunity to join a fun and supportive team, and be part of a transformational shift in knowledge, attitudes and action on the climate crisis in the county.

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## **Job description**

### **Main purpose of the role:**

1. To ensure the efficient and effective administration of our Climate and Carbon Literacy Training project.
2. To provide a professional, friendly and comprehensive administration support service to the climate training team.
3. To maintain and input into the data management systems and processes for the training.

## Key tasks and responsibilities

### Course administration:

- First point of contact for all Carbon Literacy Training related enquiries, including managing the training inbox and using existing templates to respond to common queries and to prepare quotes.
- Set up courses on the Futureproof Cumbria event booking system and Zoom (training will be given), manage attendance lists, share course details and resources with delegates, and liaise with client organisations and trainers.
- Source suitable venues and caterers for in person public courses.
- Collate and record course data, including polls and feedback, and follow up on questions raised by delegates or trainers, with support from the Training Manager.
- Work with the Training Manager to create feedback surveys.
- Support delegates through post-course paperwork to help secure their Carbon Literacy certification, liaising with the Climate Trainers and Training Manager.
- Liaise with The Carbon Literacy Project to ensure adaptations to certification and training materials are up to date and approved, and report to Climate Fresk to calculate quarterly licence fees.
- Carry out and record routine updates to materials, including copying slide updates across multiple slide sets and watermarking slides, as requested by the Training Manager, and lead on collation and communication of course links to delegates.
- Log and check project-related invoices for authorisation by the Training Manager.
- Liaise with Training Manager to ensure risk assessments for face-to-face delivery are kept up to date and updated for each venue.

### Contractor support:

- With the support of the Training Manager, ensure contractors complete the required paperwork, including signing contracts, reading policies and completing DBS checks. Track and action renewals.
- Administer trainer accreditation paperwork and support the organisation of training sessions for trainers.
- Communicate materials updates and course dates to Trainers and ensure all dates are booked with a Trainer.
- Ensure guidance is up to date for the Trainers, including the use of Zoom/MS Teams, with the support of the Training Manager.
- Ensure contractors have relevant information, equipment and materials for delivery.

### Maintain and input into Climate and Carbon Literacy Training project systems and processes:

- Maintain data management systems which track bookings and course set up, assist in version control of training resources, enable effective budget management

across all clients and grant funds, and capture and enable analysis of monitoring and evaluation data.

- Follow and contribute to process flows for booking and course administration for client organisations, delegates and trainers.
- Keep communication templates up to date.
- Ensure secure storage of personal data, ensuring Futureproof Cumbria/course privacy statements are communicated to delegates.

Wider administration:

- Support the Training Manager with other project and wider programme-related admin as required, such as arranging meetings, taking minutes, collating information for funding bids, finance reports, monitoring and evaluation, promotion, reporting or award applications.
- Support the Training Manager with the induction of new members of the training team.

Job aide and note taker for Training Manager. Varied support which may include:

- Taking notes during meetings.
- Condensing or highlighting sections of large documents for easy absorption.
- Scheduling meetings and sending reminders about meetings or tasks.
- Keeping a record of key project tasks and deadlines and communicating these to Training Manager.
- Drafting emails and quotes, for approval by the Training Manager, using an existing template.
- Redirecting and organising email and phone enquiries to minimise email flow to the Training Manager.

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## **Person specification**

### **Essential skills and attributes:**

- Meticulously reliable and organised, able to follow processes accurately and thoroughly, with full attention to detail.
- Excellent time management and ability to proactively handle a wide range of tasks, prioritise these effectively and follow processes accurately.
- Strong communication skills (over the phone, email and online), and ability to maintain friendly, clear and professional communication with all project contacts.
- At least 1 years' experience in providing administrative support in a dynamic and demanding environment.

- Proven ability to use a comprehensive range of IT software (especially Excel, Word, PowerPoint and Microsoft Outlook), ability to use shared documents, e.g. SharePoint, and the willingness to train in additional IT skills as and when required.
- Experience of using data management systems and Excel.
- A good level of numeracy.
- Highly motivated, with a proactive attitude, ability to use initiative and ability to work cooperatively as part of a small team.

**Desirable criteria:**

The following attributes are **desirable** but not essential:

- Strong Excel skills, intermediate level with ability to use functions including IF formulae.
- Experience of working with external contractors.
- Experience of invoice processing.
- Experience of data gathering and collation, e.g. delegate feedback data.
- Experience of working in a geographically dispersed team and using Microsoft Teams or similar to meet.
- An understanding of the work of Futureproof Cumbria, the impact of climate change and available emissions reduction solutions.
- Understanding of and commitment to Futureproof Cumbria's aims, values and objectives.

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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.

Futureproof Cumbria are passionate about giving opportunities to those who might not be able to demonstrate all the skills and attributes for the role, which is why we seek applicants who can adapt and demonstrate the aptitude to learn.

If you would like more information about the role, please email:  
[recruitment@futureproofcumbria.org.uk](mailto:recruitment@futureproofcumbria.org.uk)