



**Action for climate
and communities**



Recruitment Pack

Project Manager – Free Home Energy Support



Pic: Some of our team pictured at our summer away day

Futureproof Cumbria

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Company Number: 6492907 | Charity Number: 1123155



About us

Futureproof Cumbria is the county's leading sustainability charity, helping communities, organisations and households take practical action on climate change. With over 25 years of experience, we provide trusted advice, training and support to reduce carbon emissions and build climate resilience across Cumbria.

Our work includes delivering the Zero Carbon Cumbria partnership, providing free home energy advice, supporting retrofit and renewable energy projects, and delivering Carbon Literacy training for individuals, businesses, schools and young people.

As a passionate and collaborative team, we are committed to creating a greener, fairer Cumbria where everyone has the opportunity to play a part in building a sustainable future.

About the Homes team

Our Homes team supports households across Cumbria to save energy, reduce costs and improve comfort at home. Through free home energy advice, practical support and specialist guidance on retrofit and renewable technologies, we help people make informed decisions about their homes. We also support residents to access grants and funding, delivering a range of projects that improve wellbeing, tackle fuel poverty and contribute to a greener future for Cumbria.



A great place to work

At Futureproof Cumbria, we believe that supporting our people is key to achieving our mission. We are a Living Wage Employer and offer 25 days' annual leave and 6% employer pension contribution from day one.

Most of our staff work flexibly, including part-time and home-based arrangements where appropriate, helping colleagues achieve a healthy work-life balance. We provide access to Westfield Health & Rewards and Cumbria Chamber of Commerce Healthy Extras, invest in learning and development, and ensure staff have the equipment and support they need to succeed.

We are a friendly, supportive organisation with a strong team spirit, backed by an engaged Board of Trustees and a genuine commitment to employee wellbeing. We also enjoy coming together as a team, including our annual Away Day, and offer additional benefits such as a discount on our retrofit services. As an organisation, we are committed to equality, diversity and inclusion in everything we do.

Application process

Apply using the Futureproof Cumbria application form. To enable us to evaluate applications fairly, CVs, LinkedIn or Indeed applications will not be considered. Personal details will be removed before shortlisting.

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

Interviews will be in person. The interview process will involve one or more tasks relating to the role.



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.

Key dates

Closing date: Application forms must be received by 9am on Monday 3rd August 2026.

Shortlisted candidates notified by: Wednesday 5th August 2026.

Interview date: Monday 10th August 2026.

Start date: Start as soon as possible.

Job description

Main purpose of role:

The Project Manager leads on project deliverables of the Free Home Energy Support Service (FHES), a county-wide programme supporting approximately 1,500 households along with other aligned projects. The key tasks are:

- Meeting funder requirements and providing clear, accurate and timely reporting to them.
- Managing outputs, identifying and addressing risks, and ensuring the project remains on track.



- Working closely with the Operations Manager, who leads day-to-day delivery, to ensure alignment between delivery activity and programme priorities.

Main tasks:

1. Project delivery and performance

- Project management of Free Home Energy Support Services, ensuring outputs and milestones are achieved
- Maintain and adapt project plans to manage risks and support delivery
- Monitor performance against targets, addressing issues where needed
- Manage workstreams to ensure effective prioritisation and alignment with programme objectives

2. Financial and contract management

- Manage project budgets, ensuring spend remains within agreed cost lines
- Ensure delivery meets funding conditions and contract requirements
- Provide accurate and timely financial and performance information for funder reporting

3. Team leadership and coordination

- Line-manage staff, providing clear direction, support, and performance management
- Work with Programme Manager and Operations Manager to ensure coordinated and effective delivery
- Plan and allocate work across the team, responding to project challenges and maintaining focus on priorities

4. Funder and delivery communication

- Lead on reporting to funders



- Engage with funders and partners to support project delivery
- Communicate progress, risks, and updates to colleagues

5. Monitoring, data and service improvement

- Maintain accurate and up-to-date project records and service data
- Use data and reporting to inform decisions, improve service delivery and future funding opportunities.
- Contribute to evaluation, audits, and evidence of the impact of funding

This job description is not exhaustive but is provided to assist the postholder to know what her/his 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.

Key information

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

Reports to: Programme Manager - Home Energy and Communities

Hours: 30 hours per week. The hours of work are flexible but core office hours are 10am-4pm. There may also be occasional need to work evenings/weekends to support the project.

Duration: End of March 2027, with potential for extension subject to funding.

Salary band: C



Salary range: £30,728 - £38,728. Starting salary to be agreed depending on knowledge and experience.

Person Specification

Essential Skills and Attributes

- Minimum of three years' experience managing projects or services with clear targets or KPIs
- Experience supervising or line managing staff
- Ability to use data and information to monitor performance and support decisions
- Strong organisational skills and ability to manage competing priorities
- Experience working to deadlines and delivering agreed outputs
- Confident communicator, written and verbal, able to provide clear updates and work with a variety of stakeholders
- Good IT skills (Teams, SharePoint, Excel, Word, Outlook)
- Ability to travel across Cumbria
- Willingness to undertake an enhanced DBS check

Desirable Experience and Knowledge

- Experience delivering grant-funded projects
- Knowledge of energy efficiency, retrofit or fuel poverty
- Experience working with CRM or case management systems
- Experience working with multiple partners or within funded programmes
- Project management qualification
- Alignment with, and belief in Futureproof Cumbria's goals



Safeguarding

Futureproof Cumbria is committed to safeguarding and promoting the welfare of children, young people and adults who may be at risk. Many of the households we support may be in situations of vulnerability, including fuel poverty, health challenges, or financial hardship.

All staff are expected to:

- Work in a way that protects the safety, dignity and wellbeing of those we support
- Recognise and respond appropriately to safeguarding concerns
- Always follow our safeguarding policies and procedures

Equality, diversity and inclusion

Futureproof Cumbria is committed to building a diverse and inclusive team. We welcome applications from people of all backgrounds and particularly encourage applications from those who are underrepresented in the environmental sector.

More information

If you would like more information about the role, please email:
recruitment@futureproofcumbria.org.uk.