

# Cambridge Carbon Footprint

## General Manager Recruitment Pack

July 2024



**Cambridge Carbon Footprint** (registered charity number: 1127376)

The Bike Depot  
140 Cowley Road  
Cambridge, CB4 0DL

## LETTER FROM THE CHAIR OF THE BOARD OF TRUSTEES

Dear Applicant,

Thank you for your interest in this role. I would like to take this opportunity to tell you more about us and the post of General Manager.

Cambridge Carbon Footprint (CCF) was created over 15 years ago by a group of like-minded individuals looking to help individuals reduce carbon emissions. Since then, the charity has grown into a well-established and highly-regarded organisation working across Cambridgeshire. You can read about the range of activities we carry out below and on our website: [www.cambridgecarbonfootprint.org](http://www.cambridgecarbonfootprint.org).

We have a wonderful skilled staff team who are all fully committed to what we do and how we do it. You will get the chance to meet some of them through the process of applying to join CCF. You can see our CCF 'doughnut' below to get a sense as to what we value as an organisation

Supporting the staff team, at the heart of everything we do, are our dedicated volunteers. As a small charity, we rely heavily on a network of over 2,000 individuals who freely contribute their skills, expertise and time across a range of areas. Due to the dedication and commitment of these individuals, we are able to generate an outsized impact in relation to our stature.

Our current Manager, Alana Sinclair, will be relocating to Australia towards the end of this year and so we are looking for a new person to lead the organisation. Most importantly, we are looking for an inspirational individual who is passionate about enabling equitable and community-led climate action. You will need to cultivate relationships at all levels, with staff, volunteers and communities, and leverage those connections in pursuit of our goals. If this sounds like you, then please do apply or reach out for an informal conversation, even if you feel you don't meet everything within the person specification.

What we can promise is that the post will offer a challenging but extremely rewarding opportunity to the successful candidate, responding to the high levels of public interest in the environment and inspiring and supporting them to take meaningful action on climate change. We hope that you will find the prospect an attractive one and look forward to hearing from you.

Yours faithfully,  
Sandy Chidley



## ABOUT US

For over 15 years, we have worked collaboratively towards our vision of thriving, zero-carbon communities by inspiring and empowering individuals and communities to take action on climate change. Some notable projects we run include:

- [Open Eco Homes](#), where householders lead tours of homes that have been built or renovated to be comfortable, energy efficient and cosy (2010- present )
- [Net Zero Now](#), a project which trains climate leaders and provides resources and support to community action on climate change
- [Cambridgeshire Repair Cafe Network](#), where we provide the tools, guidance and support that has seen Cambridgeshire grow into the UK's no. 1 repair cafe hotspot, with over 30 cafes in our region
- Circular Economy initiatives, such as our ever popular [Community clothes swaps](#)

We're a small, lively organisation. Last year, with just four permanent members of staff, we:

- Ran or supported 160 different events or activities
- Had a combined attendance of 7,710 people at events we ran or supported
- Were assisted by 2,021 volunteers giving 12,770 hours of their time

### **Diversity and inclusion**

Everyone is welcome at Cambridge Carbon Footprint. Our volunteers and staff are amazing – they inspire great ideas, drive new plans forward and help make Cambridge a better and more sustainable place to live and work. By recruiting and retaining a diverse mix of colleagues who are representative of the diversity in our local community, we are better placed to build our vision for sustainable low carbon communities. We value belonging and community and are committed to supporting one another to contribute effectively to local climate solutions.

OUR VALUES AND CULTURE



## JOB DESCRIPTION

<b>Role</b>	General Manager
<b>Accountable to</b>	CCF Board of Trustees
<b>Accountable for</b>	Four part-time members of staff and one office-based volunteer.
<b>Contract type</b>	Permanent and full-time (37.5 hours per week). We are happy to discuss flexible and hybrid working options, including job sharing.
<b>Location</b>	A mixture of office and home-working, with regular local travel. Our offices are currently based near Cambridge North. Some evening and weekend work will be required, for which time off in lieu will be given.
<b>Salary</b>	£35,000 to £40,000, dependent on skills and experience.
<b>Key benefits</b>	4% employer pension contribution. 25 days paid leave plus public holidays. Flexible working arrangements. Generous sick and compassionate leave policies.

### Main purpose

The General Manager is responsible for the successful running of the charity according to the strategic direction set in conjunction with the Board of Trustees. They are responsible for the leadership, management and development of all the charity's activities, being an effective advocate for the charity and its staff and volunteers. They are responsible for leading and developing the staff team, for ensuring financial control and supporting and advising on good governance across all aspects of the charity's work.

### Duties and responsibilities

- **Leadership**
  - Maintain the ethos and values of the charity in accordance with its charitable and strategic objectives.
  - Be the face and voice of the charity – its principal ambassador and representative in public forums.
  - Seek, develop, and maintain effective working relationships with all relevant communities, organisations and individuals to promote the work of the charity.
  - Lead, support, motivate and develop the staff and volunteer team, in accordance with the charity's ethos and values.
  - Lead by example, instilling a culture of caring professionalism among staff and volunteers.
- **Strategy**
  - Develop the charity's strategic vision with the Board of Trustees, staff and volunteers and be responsible for implementing it.

- Be responsible for the development and delivery of the charity's agreed programme and financial plans.
- Identify strategic risks, issues and opportunities and take responsibility for initiating and leading an appropriate response.
- **Operational management**
  - Be responsible for all aspects of organisational operations, including oversight of programme, operations and fundraising teams.
  - Work with trustees and staff to develop, implement and review policies and procedures.
  - Be responsible for the management and development of staff and volunteers, identifying additional staffing needs and recruiting accordingly.
  - Be responsible for the overall control of the charity's equipment, and other assets.
- **Financial control**
  - In conjunction with the Treasurer, develop systems for the financial planning, forecasting, control, reporting and management of the charity's finances and resources.
  - Ensure that the charity's financial resources are managed effectively, identifying risks, and taking appropriate action in response.
  - Be responsible for the charity's purchasing, income generation and fundraising activities.
  - Maintain effective financial management systems and oversee the production of reports to trustees, statutory accounts and annual reports.
- **Governance and compliance**
  - Liaise with trustees to ensure that the charity's overall governance structure, policies and procedures are appropriate, effective and in line with legal obligations and implementing change as necessary.
  - Ensure that the charity complies with all relevant aspects of health and safety law and that the policy is understood and followed by all staff and volunteers.
  - Ensure that trustees are made aware in a timely fashion of any matters requiring their attention.
  - Attend the bi-monthly trustees' meeting and deliver a written report detailing matters of interest and concern during the previous period.
  - Ensure that the collection and protection of personal information complies with current Data Protection and GDPR regulations.
  - Ensure that all major risks are identified and regularly reviewed, and that systems and procedures are in place to mitigate such risks.
- **General**
  - Be familiar with all aspects of the charity's operations and be willing to cover and provide support should the need arise.
  - Carry out any other duties as may be reasonably requested.

## Person specification

Please note that we encourage you to apply even if your experience doesn't precisely match the criteria below.

Attribute	Essential	Desirable
<b>Education, knowledge and training</b>	<ul style="list-style-type: none"> <li>● Degree (or equivalent professional experience) in an area relevant to the leadership of a charity and/or CCF's objectives.</li> <li>● Knowledge and understanding of climate change and carbon reduction and relevant policies and best practices.</li> <li>● Knowledge and understanding of the UK voluntary sector.</li> </ul>	<ul style="list-style-type: none"> <li>● Qualification or training in management.</li> <li>● Knowledge and understanding of Cambridgeshire's climate-focused voluntary sector landscape.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>● Excellent interpersonal and communication skills.</li> <li>● Ability to motivate staff and volunteers and foster collaboration.</li> <li>● Strong financial forecasting, budgeting and reporting skills.</li> <li>● Demonstrable fundraising/bid-writing skills.</li> <li>● IT (MS Office and Sharepoint).</li> </ul>	<ul style="list-style-type: none"> <li>● Event management skills.</li> <li>● Website CMS skills (eg WordPress, Elementor).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience of a leadership role in a successful charity.</li> <li>● Experience of managing and developing staff and volunteers.</li> <li>● Operational and financial management.</li> <li>● Experience of communicating effectively with the public, with potential funders and other agencies/bodies.</li> </ul>	<ul style="list-style-type: none"> <li>● Overseeing and/or contributing to strategy processes.</li> <li>● Successful community, corporate and public fundraising, as well as with major donors.</li> </ul>
<b>Motivation and fit</b>	<ul style="list-style-type: none"> <li>● A strong commitment to tackling the climate crisis through community-led climate action.</li> <li>● An understanding of the ethos of a small, local charity.</li> <li>● Able to work on own initiative as well as in teams.</li> <li>● Alignment and commitment to furthering CCF values.</li> <li>● A willingness to develop additional knowledge and skills.</li> </ul>	<ul style="list-style-type: none"> <li>● Strategic mindset/approach.</li> </ul>

## HOW TO APPLY

To apply, please submit a comprehensive CV (2 page max.) along with a cover letter (2 page max.) to [sandy.chidley@gmail.com](mailto:sandy.chidley@gmail.com). Your cover letter should highlight your (1) relevant skills, knowledge and experience in light of the job description and specification and (2) outline the approach you would take for this role.

Applicants must be eligible to work in the UK.

### Key dates

The closing date for applications is Friday 6th September at 5pm. We will review applications on a rolling basis and reserve the right to close this advert early if we receive sufficient high-quality applications. Successful candidates will be invited to interview on a rolling basis.

The estimated start date for the role is **Monday 11th November**.

### Adjustments

We are committed to ensuring everyone can access our website and application process. Should you require access to these documents in alternative formats, please contact [sandy.chidley@gmail.com](mailto:sandy.chidley@gmail.com).

### Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your sensitive personal data in your CV and application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (eg referees) who have not previously agreed to their inclusion.

### Equal opportunities

We are an equal opportunity employer and are committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants.