



**Job Title: Programme Support Officer at the Lake District Foundation, charity number 1174201**

**Responsible to:** Operations Manager

**Salary:** £26,511 pro rata

**Hours:** Part time and full time considered

**Location:** Home working with occasional travel to locations across the Lake District (expenses will be paid)

**This post is part funded by the European Regional Development Fund until 31<sup>st</sup> March 2023 as part of the Low Carbon Lake District 2 Project. We anticipate continued delivery of similar programmes of work beyond 2023 which the post holder will support with the delivery of.**

**What We're Looking For**

To be successful in this role you will be an enthusiastic individual who can deliver projects to budget, timescale, and specification. You will be organised and methodical with the ability to multi-task across several projects. You will be flexible and adaptable to changing demands and new challenges. You will be self-motivating and able to work with minimal supervision

**Purpose of the Role:**

The post holder will be responsible for supporting the effective delivery of the LDFs (Lake District Foundation) programmes of work, in particular delivery of the Low Carbon Lake District Grant Scheme.

**Main Areas of Responsibility**

- Delivery of LDF's programme of projects
- Liaising with the marketing team to ensure programme outputs are communicated
- Liaising with finance team to monitor project budgets
- Providing updates to funders as required
- Supporting the Operations Manager and CEO to develop future projects

**Key activities**

The majority of activities will initially be focussed on supporting the effective delivery of the Low Carbon Lake District Grant scheme, which runs until March 2023. Key activities include:

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- Undertaking engagement and outreach activity to help develop a pipeline of potential applicants
- Screening and assessing projects and organisations for grant eligibility
- Coordination and administration of grant panel meetings
- Collating and issuing feedback to applicants
- To manage a caseload of approved grants and undertake appropriate monitoring of funded projects
- Keeping accurate and detailed records of all project activities and communications, in line with funder guidance
- Writing progress reports and attending meetings with the funder as needed

### **Person Specification**

#### **Knowledge and Experience**

- Experience of developing and delivering effective project plans that lead to successful projects and increase organisational reputation
- Experience of working with businesses and communities is desirable
- Experience of delivering an environmental management or sustainability project
- Demonstrable experience of developing strong stakeholder relationships and supporting effective partnership working.
- Working knowledge of supporter contact management, including use of a Customer Relationship Management (CRM) or donor database
- Experience of recording, monitoring, and evaluating project outputs and outcomes

#### **Skills & Abilities**

- Excellent coordination, administration and organisational skills
- Effective communicator with the ability to communicate Lake District Foundation's vision and activities to a range of audiences using a range of formats (written, verbal, digital)
- Effective problem-solving and decision-making skills
- Excellent working knowledge of key digital tools including social media platforms, CRM/contact databases, Microsoft Office Suite.

#### **Personal Qualities & Attributes**

- Passion for tackling climate change and local environmental issues
- Self-motivated and a self-managing attitude
- Committed to working, and leading, in a collaborative and supportive manner
- Willing to challenge stereotyping, prejudice, discrimination and bias and commitment to the ethos and values of Lake District Foundation

#### **Other Requirements**

- Documentary evidence that you are eligible to live/work in the UK must be provided
- A home-based role, with occasional travel to work with team members / donors across the Lake District National Park and wider Cumbria.

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- Occasional evening and weekend work (TOIL will be given)
- Willing to carry out any additional work, challenges and responsibilities relevant to the role of the Programme Support Officer

### **Apply**

Send your CV and covering letter outlining how you meet the person specification to [sandra.edmondson@lakedistrictfoundation.org](mailto:sandra.edmondson@lakedistrictfoundation.org) or submit online via [www.lakedistrictfoundation.org/vacancies/](http://www.lakedistrictfoundation.org/vacancies/)

Closing date 12 noon Monday 25 April 2022

Interviews to take place w/c 16 May

### **About Low Carbon Lake District 2**

The Low Carbon Lake District initiative is a comprehensive programme to help tackle climate change in the National Park, working in partnership with local businesses and communities to reduce greenhouse gases and prepare for the impacts of climate change. Led by the Lake District National Park Authority, other key partners include the Lake District Foundation, the National Trust, South Lakeland District Council and Cumbria Tourism.

The project has received funding from the England European Structural and Investment Funds Growth Programme 2014- 2020. The Ministry of Housing, Communities and Local Government and the Department for Work and Pensions (and in London the intermediate body Greater London Authority) are the Managing Authorities for European Regional Development Fund and European Social Fund funding through the Growth Programme, funds established by the European Union to help local areas stimulate their economic development. By investing in projects the funds will help to support innovation, businesses, skills and employment to improve local growth and create jobs.

For more information visit: <https://www.gov.uk/europeangrowth-funding>

The Northern Powerhouse is a key aspect of this Government's approach to addressing the productivity gap in the North and ensuring a stronger, more sustainable economy for all parts of the UK. Alongside over €1.5 billion of European Regional Development Fund support for businesses and communities across the North, the government has awarded £3.4 billion in three rounds of Growth Deals across the Northern Powerhouse.