



PACT Facilitator

ABOUT PACT

PACT is a community organisation formed in 2008. Its purpose is to promote environmentally sustainable living in Penrith and Eden to tackle the climate and ecological crises. Our dedicated team of Directors and volunteers support projects and activities to inspire people to reduce their environmental impact and build community resilience. www.penrithact.org.uk

PACT is registered in England as a non-profit Industrial and Provident Society for the Benefit of the Community, (Registration No 31972R).

SERVICE CONTRACT SPECIFICATION

CLIENT: Penrith Action for Community Transition (PACT)

LOCATION: Principally working remotely from home base, with some attendance at events and meetings across Eden.

HOURS: Approximately 24 hours a month, worked flexibly in accordance with the rolling delivery plan to be agreed by the Contractor and PACT. There is potential to increase the hours depending on agreement between the contractor and PACT. Occasional evening and weekend working will be required.

RATE: £20 per hour, to be invoiced monthly in arrears against timesheets. Travel expenses are paid at 45p per mile or bus or train fare as appropriate.

DURATION: From **Monday October 26th 2026** to **Monday 19th April 2027, with the possibility of extension by mutual agreement.**

REPORTS TO: The freelance Contractor will report to the PACT Board via the Line manager or Chair.

RESPONSIBILITIES & TASKS

Event delivery

- Help to develop and organise community events and projects as specified by the Directors, which may include talks, collaborative projects with partner organisations and regular PACT events.
- Tasks will include booking venues, arranging guest speakers, coordinating volunteers to help run events, and managing bookings and related enquiries.

- The Contractor is encouraged to suggest and develop ideas for PACT projects and initiatives.
- With PACT Directors and members, identify and pursue potential sources of funding for new projects where appropriate.

Communications & promotion of project activities

- Publicise and promote events through printed or broadcast media, social media, personal invitations and other means as appropriate.
- Generate written content about events and activities for the website and press releases.
- Help to collect photographs and video footage of events (with due regard for GDPR) for subsequent publicity.
- Utilise existing and new networks to build up the active PACT membership.
- Email the PACT members with updates of forthcoming events

Management & administration

- Liaise with PACT Directors via the identified Line manager through regular catch-up calls.
- Provide the Directors with brief monthly progress and future delivery reports (rolling delivery plan).
- Assist with PACT Board meetings and all-member meetings. Circulate minutes if requested.
- Maintain timesheets and generate invoices monthly in arrears in pro-forma provided to ensure timely payment.

Signed

Contractor:

Date

PACT Director

Date

Desired attributes, skills and experience:

Attributes:

- An understanding of the causes and impacts of climate change and ecological breakdown and a commitment to PACT's aims and values.
- Motivation and energy to make a difference.
- Strong existing networks in Eden and Cumbria.

Required Skills:

- Plan and organise successful community activities, face-to-face and online.
- Manage own time and workload with minimal supervision.
- Work within a set budget and record budget expenditures.
- Competence with social media as a promotional platform.
- Capture learning and use it to improve PACT performance.
- Utilise common software (Microsoft Excel, Word, PowerPoint, Google Drive, CANVA, Instagram, Facebook) with own IT equipment and internet access.
- Accuracy and attention to detail, with good written and editing skills and a good level of numeracy.
- Competence in basic photography and video capture.
- Ability to travel independently as needed.
- Working knowledge of GDPR and other relevant data protection/information security guidelines.

Preferred experience

- Work as part of a wider not-for-profit partnership programme.
- Population and maintenance of websites.
- Recruitment, coordination and retention of volunteers.
- Promotion of community events and activities.
- Work with communities in Cumbria, particularly relevant stakeholders.