

JOB DESCRIPTION

JOB TITLE	Project Manager, Northumberland Community Energy Ltd (NCEL)
REPORTS TO	Andy Dean, CAN Chief Executive
LOCATION	Working from home and from CAN's base in Pegswood as appropriate within CAN's 'Blended Working' policy and travelling across Northumberland
SALARY	£36,648 pro rata (SCP 28)
PENSION	Employer contribution of 6%
LEAVE	Based on 25 days per annum pro rata for hours worked
TERM	Fixed term contract initially to 31 March 2025 (additional funding pending)
WORKING HOURS	0.5 full-time equivalent (18.5 hours per week) – flexible
RESPONSIBLE FOR	
<p>Leading engagement with community buildings across Northumberland in relation to energy and decarbonisation projects.</p> <p>Developing suitable approaches to energy and decarbonisation projects relevant to community buildings.</p> <p>Procuring and managing suppliers in delivering energy and decarbonisation projects.</p> <p>Ensuring NCEL and Community Action Northumberland policies with regards to procurement, the environment, health and safety and other matters are followed in all project work.</p>	
JOB PURPOSE	
Working with Northumberland community buildings, the NCEL board and our partners to develop, deliver and manage renewable energy and decarbonisation projects which reduce carbon emissions, lower energy costs and increase resilience.	
MAIN RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Liaise with community buildings across Northumberland with respect to the development and delivery of NCEL projects. 2. Work with the NCEL board and core partners in developing and implementing NCEL projects. 3. Within NCEL financial policies, lead the procurement of installers and suppliers for all projects. 4. Manage the installation process, liaising with individual community building representatives and partner organisations as necessary. 	

5. Act as a public ambassador for NCEL and maintain a positive public reputation for the Company.
6. Maintain accurate records and capture information as required for the reporting of NCEL projects to the board, funders and relevant partners.
7. Attend meetings with community buildings across Northumberland and engage with wider stakeholders.
8. Provide reports to the Chief Executive and NCEL Board as required.
9. Work flexibly – this may include evenings and weekends.
10. Develop and maintain strong, effective relationships with all relevant partners.
11. Take responsibility for own professional development, with support from the CAN Chief executive and NCEL Board.
12. Show commitment to public service values in all aspects of the job.
13. Perform such other tasks as may reasonably be required by the Chief Executive and Board.
14. Promote equal opportunities (in terms of race, religion, gender, sexual orientation, disability and other forms of discrimination) through all aspects of NCEL and CAN work.

KNOWLEDGE, SKILLS AND EXPERIENCE

Demonstrable expertise in the technical aspects of energy projects, particularly with regards to renewable energy installations.

Experience of developing and delivering energy projects.

Excellent stakeholder engagement and management skills.

Experience of working with community groups, ideally in rural areas.

Strong interpersonal and communications skills both written and verbal.

Comfortable working collaboratively with colleagues, partners and stakeholders.

Ability to form and maintain appropriate professional relationships with installers, suppliers, community and other organisations.

Excellent administrative and organisational skills.

Competent with office information systems and comfortable with virtual and hybrid working.

Ability to manage own priorities, time and workload to agreed deadlines, budget and quality standards.

Self-motivated and able to work under own initiative.

Diplomatic, articulate, enthusiastic, with good communication skills.

Experience of supporting a board/advisory group.

Experience of working with diverse communities of place, interest and character.

Flexibility to adapt to change.

OTHER

Driving Licence

Access to a car for business travel is essential.

Travel

The willingness and ability to travel across Northumberland is essential. Occasional travel within the UK may also be associated with this job.

Flexible Working

The willingness and ability to work flexibly, including evening and weekend meetings is essential.