Project Manager

Energise South Downs is an award-winning Community Energy Community Benefit Society that is building a collaboration between communities across several local authorities both in and around the South Downs National Park. It aims to enable the renewable energy transition through community engagement, consultancy work and renewable energy generation projects.

We are seeking a Project Manager for two days a week. Depending on the skills of the applicant the same applicant could also cover our two day a week Communications Manager role.

About the role

This is an exciting opportunity for a person with experience in project management to join our small but expanding team. The Project Manager for Community Energy will be responsible for overseeing and coordinating renewable energy generation projects within the community. These projects are aimed at decarbonising organisations while empowering local communities to manage their energy needs.

As a Project Manager you will play a leading role in delivering our contribution to the three-year National Lottery funded project 'Community Energy People'.

Key responsibilities will include

1. **Project Planning and Development:**
    - Assess the energy needs of the community, including energy demand, infrastructure, and renewable energy potential (solar, wind, biomass, etc.).
    - Develop detailed project plans, including timelines, budgets, resources, and risk management strategies.
    - Identify and engage stakeholders (local authorities, local organisations, energy providers, and residents).
2. **Team Leadership and Coordination:**
    - In collaboration with the CEO, manage cross-functional teams, including installers, contractors, and local community leaders.

- Coordinate with local authorities, regulatory bodies, and partners to ensure compliance with regulations and standards.
- Foster a collaborative environment with all project team members

3. **Budget and Resource Management:**
    - Develop and manage project budgets, ensuring all costs are tracked, controlled, and aligned with available funding.
    - Work in partnership with the installer to oversee the procurement of materials, equipment, and services necessary for the project.
4. **Monitoring and Reporting:**
    - Track the progress of energy projects against objectives, milestones, and KPIs (key performance indicators).
    - In collaboration with ESD finance team/Programme Manager and Comms Manager regularly report to stakeholders, funding agencies, and community members on project status and outcomes.
    - Ensure projects are delivered on time, within scope, and within budget.
5. **Community Engagement and Education:**
    - Engage with the local community to raise awareness about renewable energy adoption, and the benefits of the projects.
    - In collaboration with Comms team conduct workshops, surveys, and meetings to reach out to the communities.
    - Provide educational materials and resources to help the community understand the renewable energy project.
6. **Sustainability and Long-term Planning:**
    - In collaboration with the CEO consider develop a project pipeline to ensure maintenance, and growth or ESD.
    - In collaboration with CEO plan for the long-term operation and management of energy infrastructure, including maintenance schedules and funding for ongoing operations.

Skills & Experience

Technical Knowledge: Understanding of renewable energy technologies.

Project Management: Strong skills in planning, budgeting, risk management, and delivering projects on time and within budget.

Communication: Ability to effectively communicate energy topics to diverse audiences, including community members, government officials, and technical teams.

Stakeholder Engagement: Ability to work with various stakeholders, from community members to local authorities and private companies.

Problem Solving: Creative thinking to address local challenges with regards to renewable energy projects.

Education and Experience: Experience in renewable energy projects, community engagement, and project management is key.

In this role, the project manager serves as a bridge between technical experts, local communities, and other stakeholders, ensuring that energy solutions are not only sustainable and innovative but also beneficial and accessible to all involved.

Terms and Conditions

Salary: £13,260 per annum (£33,150 full time equivalent) plus 3% pension contribution.

Hours: 2 days per week (15 hours). The working hours can be flexible.

You will need to travel to meet stakeholders, attend relevant meetings and visit potential sites. You may be called upon to work outside office hours.

Location: Energise South Downs Office, Petersfield, Hampshire

The expectation would be to work in the office full time but occasional working from home may be agreed from time to time with the CEO.

Contractual arrangements: 12 months fixed term, subject to 3 months' probation. There is a notice period of four weeks from both sides

Holidays: 30 days per annum including Bank Holidays

Reporting to: Catriona Cockburn, CEO

Start date: As soon as possible

How to apply

Please send your CV and a cover letter to catriona@esd.energy. We will reply to all applicants.

Closing date:

13.1.25

We actively encourage people of all backgrounds, ages, races, religions, belief systems, sexual orientations and gender identities to apply for this role. We particularly welcome applications from under-represented groups. We are working towards being a Disability Confident employer and are open to discussing how best to make that work with our successful candidate. We are committed to offering an interview to all disabled applicants who meet the minimum criteria for the role. Please let us know if you have a disability (as defined under the Equality Act, 2010) that you would like to declare. Please also let us know if there are any reasonable adjustments that we can make to ensure that the application process is as accessible to you as possible.