

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Junior Project Manager
<b>MANAGED BY:</b>	Senior Project Manager
<b>GRADE:</b>	Grade 9

**ROLE OVERVIEW**

<p>Approx. size of team: 25 people</p> <p>Approx. annual budget: Circa £3million</p> <p>Key relationships: Community Energy Organisations, Local Authorities in the South West Region, DESNZ, MCA</p>	<p><b>About Us</b></p> <p>The West of England Mayoral Combined Authority (MCA) is a driving force for positive change across the region. Led by the Metro Mayor, we bring together three local councils and work closely with partners, public services, and industry to improve lives through better transport, housing, skills, and environmental action.</p> <p>This is an exciting time to join the organisation. Over the past year, we've secured nearly £750 million in new investment and continue to deliver ambitious plans to tackle the climate and ecological emergencies, support communities through the cost-of-living crisis, and make the West of England a leading region for sustainable growth.</p> <p><b>The South West Net Zero Hub (SWNZH)</b></p> <p>The South West Net Zero Hub is part of a national initiative funded by the Department for Energy Security and Net Zero (DESNZ). The Hub helps local and regional partners to develop and deliver energy and net zero projects. The Hub is hosted by the West of England MCA and spans 12 upper-tier local authorities, from the Isles of Scilly to Gloucestershire and Dorset.</p> <p>We currently support work across a wide range of areas, including:</p> <ul style="list-style-type: none"> <li>• Local energy project development</li> <li>• Housing retrofit programmes (e.g. Social Housing Decarbonisation Fund)</li> </ul>
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- Public sector building decarbonisation
- Community energy support
- Regional energy skills and capacity building

The Hub also acts as a key connector between local organisations and central Government, helping to share learning and amplify regional priorities.

**This is a fixed term role until 30 September 2026.**

## THE ROLE

We are looking to appoint a Junior Project Manager to join our dynamic South West Net Zero Hub team. This role will report to the Senior Project Manager and will focus on supporting the development and delivery of Community Energy and Local Authority partnership projects.

This is an excellent opportunity for someone with demonstrable project delivery experience who is looking to grow their career in project management, particularly in the energy, climate, and sustainability sectors.

This role will require the successful applicant to regularly travel (at least once per month but potentially up to 3 times per month) within the South West, by train, all costs and overnight accommodation will be reimbursed.

## KEY RESPONSIBILITIES

With support and direction from the Senior Project Manager, the Junior Project Manager will:

- Coordinate and deliver projects or work packages, ensuring delivery is on time, within budget, and to quality standards.
- Build and maintain strong working relationships with Community Energy Organisations and Local Authorities across the South West region.
- Support the delivery of the Memorandum of Understanding (MOU) with GB Energy and contribute to linked operational plans.
- Assist in identifying interdependencies across programmes and monitor delivery progress.
- Contribute to the preparation of business cases and funding bids to secure additional resources.
- Coordinate internal and external project meetings, take notes, track actions, and ensure effective follow-up.
- Provide regular updates and progress reports to senior colleagues, boards, and other stakeholders.
- Support procurement activities and the day-to-day oversight of commissioned services or contractors.
- Assist with delivery of the new Community Energy Fund and related initiatives

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level or equivalent experience in a relevant field.
- Awareness of the climate and ecological challenges facing the UK and the South West.
- Some knowledge of project management methodologies (e.g. Prince2, APM), with a willingness to learn and develop further.
- Professional qualification in project management (such as PQF/PMQ) and/or equivalent experience in project management, including a good understanding, and demonstrable use of key performance indicators.

#### Experience

- Demonstrable experience working in a project support or delivery environment, including budget management, project planning, and risk management
- Confidence working with multiple stakeholders across organisations and disciplines.
- Able to manage competing priorities and meet tight deadlines.
- Comfortable reporting on progress and escalating risks or issues when required.
- Experience working in or alongside public sector organisations and or the volunteer sector
- Awareness of grant funding processes and the delivery of publicly funded programmes.
- Be able and willing to travel across the South West Region and beyond.

#### Skills and Attributes

- Strong organisational skills with attention to detail.
- Confident communicator—both in writing and when presenting to others.
- Collaborative and adaptable, with a proactive approach to learning.
- Able to work independently but also as part of a wider team.
- Good IT skills, particularly in Microsoft Office (Excel, Word, Outlook).
- Comfortable working with data and using it to support decision-making (e.g. dashboards, reports).
- Experience using CRMs, Power BI, or other digital tools to support project tracking and communication.

### DESIRABLE

#### Qualifications and Knowledge

- Knowledge of UK public procurement regulations.

- Experience working in the energy, climate, or sustainability sectors.

#### Experience

- Experience or working with CRMs and Power BI and using diagnostic tools, data, and evidence to aid decision making.
- Experience of supporting grant funding applications and bid writing.
- Experience of managing public funding and understanding of public funding and related regulations/legislation.