

JOB DESCRIPTION

JOB TITLE:	Community Energy Manager - South West Net Zero Hub
MANAGED BY:	Senior Project Manager (Delivery)
GRADE:	Grade 10

BACKGROUND

The West of England Combined Authority is seeking to appoint a Community Energy Manager to join the South West Net Zero Hub team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player in leading our response to tackle the climate and ecological emergency. We are delivering on the West of England's Climate and Ecological Strategy and Action Plan and making the West of England the bee and pollinator capital of the U.K. as we push to reach our very ambitious net zero targets by 2030.

Come and help shape the future of the West of England, a place so many people are proud to call home.

The Service: The South West Net Zero Hub

Net Zero Hubs are a nationwide Department for Energy Security & Net Zero (DESNZ) - funded initiative to support the identification, development and implementation of energy and net zero projects across five regional hubs. Set up in 2018, the Hubs have had six core objectives aimed at stimulating local investment in energy projects. These are listed on the South West Net Zero Hub (SWNZH) page here: <https://www.swnetzerohub.org.uk/about-us/>

The SWNZH is currently a partnership of 7 Local Enterprise Partnerships, covering Cornwall, Heart of SW, Gloucestershire, Swindon & Wiltshire, Dorset, Solent and the West of England Combined Authority, which hosts the Hub.

SWNZH delivers and assists projects across a range of scales and sectors. The South West Net Zero Hub (SWNZH) currently consists of four key programmes - Project Development Support for local energy projects, Local Energy Advice Demonstrator, Non-Domestic Public Sector Decarbonisation and Housing Retrofit including the Social Housing Decarbonisation Fund. The Hub will also begin delivery on new programmes including a Community Energy Fund and work on regional skills.

Additionally, SWNZH serves as a conduit between local energy actors and central Government, providing a combined voice for pan-regional Net Zero issues, connecting local institutions together and sharing best practice across the five Hub regions.

To lead delivery of these new projects we are creating a new Regional Delivery Team, which will be responsible for the successful set up and implementation of the Community Energy Fund and Skills Pilot, alongside existing work including the Local Energy Advice Demonstrator, regional data & reporting, programme co-ordination and other whole region projects and works areas as they develop. The Project Manager will join this team and support it's development and operation.

The West of England Combined Authority is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

THE ROLE

Reporting to the Senior Project Manager (Delivery), the post-holder will lead engagement with community energy organisations and projects across the wider South West.

The Project Manager will work with public and third sector organisations to identify energy project opportunities, facilitate collaborative working between community groups and local authorities and support grant funded project delivery across the whole Hub region, working with other members of the team to enable successful development.

The post holder will apply excellent appraisal methods to the assessment of applications, liaising and advising community groups from inception to completion.

In addition to sound community energy project development and management experience, the post-holder will have the communication and networking skills to develop an awareness of a new Community Energy Fund, the sector and the Net Zero Hub. The post-holder must also support other related work the Hub is undertaking.

You will develop trusting relationships with key individuals, and support them by identifying opportunities, developing these into deliverable projects, and enabling their delivery through continued support. The form and scope of support will vary by organisation, individual and project need, but first and foremost, the hub provides an independent, and impartial source of expertise.

Ways in which we help:

- Critical friend - providing ad-hoc input and review of key documents and project development
- Listening to key concerns around delivery of net zero ambitions, and seeding ideas of potential solutions to take forward
- Supporting project ideas with technical support and advice (with the wider Hub team) to get them moving forward
- Playing a coordinating role where projects require collaboration between multiple players and supporting on project development and delivery.

The role provides a real breadth of possibility, and hence we are looking to recruit as diverse a skill set as we can. Beyond the technical skills listed in the person specification, what we really need is:

- Critical or lateral thinking leading to creative solutions
- Someone who can see the big picture, but also break it down into real world deliverables
- Enthusiasm and interest in the sector, with a desire to make change
- Curiosity: a desire for continuous learning - this is not a static sector
- Someone who can be vocal and visible professionally, in whatever way works for you
- Ability to communicate complex issues to a variety of audiences, both technical and non-technical

Even if you don't meet all the essential criteria, we'd encourage you to apply and show us why you'd be a good fit for the role.

Hosting the SW Net Zero Hub and the work it does locally also helps contribute to the West of England Mayor's Climate & Ecological goals.

KEY RESPONSIBILITIES

- Take the lead on the local community energy agenda shaping and delivering a new Community Energy Fund and support service across the wider south west region, on time, to budget and of high quality to achieve KPI's through effective application of the most appropriate project management methodology/s
- Ensure there is an up-to-date project plan which can be used to deliver, evaluate, monitor and report on progress against agreed targets and outputs and to forecast delivery timescales, completion, resources, risks and costs accurately
- Represent the Hub at a local, regional and national level, and advocate for the community energy sector amongst key stakeholders and wider beneficiaries
- Identify community energy project potential within the region, working collaboratively with stakeholders to identify viable schemes and associated applications
- Carry out energy project assessments and utilise wider team expertise to oversee production of credible feasibility studies, business cases and project development activities

- Work with funded project leads to ensure delivery is achieved to meet funder requirements to time and budget
- Where external support is required provide scrutiny of proposals, providing feedback and advice to community groups
- Manage and provide frequent reporting of project and programme budgets, identifying issues early and providing solutions
- Develop and manage an appropriate risk register, to inform funder and Hub management of risks
- Develop engaging and informative programme reporting, working with the Hub Data & Performance Officer as required
- Ensure the Hub and its host, West of England Combined Authority, are meeting the terms of its MoU and Data Protection requirements
- Identify, articulate and communicate actual and foreseen barriers to the delivery of projects and work with stakeholders to identify and implement solutions
- Ensure effective communication is maintained throughout the programme

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or equivalent
- Knowledge of the principles, methods, techniques and tools associated with the project lifecycle ideally applied in the sustainable energy sector
- Knowledge of the energy system, technologies and markets
- Knowledge of the community energy sector.

Experience

- Successfully developing and delivering projects of significant size and scale from start to end, including feasibility, business case, finance, risk management, governance and monitoring of performance, in the sustainable energy sector
- Managing delivery of granted projects and developing strong stakeholder networks in the public, private and not for profit sectors
- Developing strong stakeholder relationships
- Providing advice of a technical and financial nature across a range of complex projects, representing these issues clearly and persuasively both internally and externally

Skills and Competencies

- Highly developed skills in partnership working and ability to deal professionally across all levels of the organisation
- Ability to identify funding priorities, attract finance and support strategic investment decisions
- Excellent written and oral communication skills with ability to create reports and presentations to a high standard
- Ability to listen to others to assess requirements in order to respond appropriately and efficiently
- Project financial management, including planning, forecasting and monitoring
- Ability to analyse problems, situations and information and present innovative and feasible solutions.

DESIRABLE

Qualifications and Knowledge

- Professional project management qualification (e.g. PRINCE2/PMQ/MSP)
- Knowledge of local energy generation and distribution

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days Annual Leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for over 23s, **currently £10.42 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.