

Job description

Project Manager (Maternity Cover)

Main purpose

To manage, develop and contribute to a range of projects within the Centre for Sustainable Energy's (CSE) work to empower communities, local authorities and other key local actors to deliver sustainable energy goals.

Specific responsibilities

Project management and delivery

Consistently and effectively manage projects across a range of initiatives within the LACE team with responsibility for planning, promotion, budgeting, ongoing financial management, funder liaison, reporting, monitoring and evaluation.

Manage finance and resources for project work such as events, training, analysis, grant schemes, stakeholder engagement, community climate action, youth work and work supporting local authorities.

Ensure milestones, outputs and KPIs are achieved and that deadlines and client expectations are met.

Lead, coordinate and contribute to wider project teams as appropriate to achieve successful project delivery, which could include leading on a specific piece of work or providing support to other project managers.

People management

Line management of up to 1-2 junior members of the LACE team.

Contribute to team wellbeing by supporting co-workers in their tasks and proactively addressing issues relating to your projects or direct reports.

Communications and business development

Communicate project outputs effectively to team members, CSE staff and external stakeholders.

Oversee promotion and marketing of projects and outputs to ensure effective engagement with the target audience (in conjunction with Communications team).

Regularly represent CSE at external events (e.g. webinars, meetings, conferences), presenting to a

high standard and sharing outputs and insights from projects you manage and work on.

Establish and maintain strong relationships and partnerships with funders and stakeholders, potentially including existing funders and strategic partners, community groups, local authorities, voluntary sector associations, housing associations, youth groups.

Identify and develop new opportunities, including contributing to funding proposals, associated with CSE's community energy work.

Specialisms

Provide expertise and experience necessary to deliver projects well and contribute to the upskilling of CSE staff and the capacity building of external stakeholders. In this role that could include models and approaches for viable community led sustainability initiatives, community renewables, sustainability initiatives, community engagement, community resilience, or energy efficiency.

Working relationships and contacts

The postholder will be managed by Alex North.

The postholder will work closely with immediate colleagues in the LACE team and will develop and maintain effective communication and working relationships with colleagues across CSE

The postholder will have personal contact with project funders and key project stakeholders

The postholder will have line management responsibilities for up to **2 people**

Place of work and other requirements

This post is based at the CSE office in Bristol. Occasional travel will be required to other UK locations where on-site community support is required as part of project delivery.

This post is subject to a DBS check.

The postholder will undertake relevant training as part of their induction.

Person specification

(See over)

Requirement	Essential	Desirable
Educational or professional qualifications	GCSE or O' level Maths and English.	Degree level qualification or equivalent Recognised project management qualification.
Experience	<p>Managing projects and project teams, including all financial processes, funder liaison, adaptive management, learning, communication, and reporting.</p> <p>Working closely with or within a local community focused organisation or a UK local authority.</p> <p>Working as part of a matrix management system, across project teams working on several different projects at the same time.</p> <p>Developing and writing successful funding proposals and tender responses.</p>	<p>Project management in the sustainable energy sector.</p> <p>Project management of European funded projects.</p> <p>Leadership of multi-partner and/or multi-disciplinary projects.</p> <p>Working with community groups to develop local energy or fuel poverty projects.</p> <p>Building consensus and commitment for action at a local and community level.</p> <p>Line management, supervision or mentoring experience.</p>
Skills and abilities	<p>Excellent budget management and donor reporting skills.</p> <p>Excellent virtual, hybrid and in-person facilitation skills.</p> <p>Excellent written and verbal communication skills, with the ability to engage a wide range of audiences in an appropriate and accessible manner.</p> <p>Excellent interpersonal skills, and ability to foster positive relationships with internal and external contacts, including funders.</p> <p>Ability to work flexibly and manage competing priorities.</p> <p>Ability to support team members to develop through the effective delegation of tasks and provision of guidance and support.</p> <p>Ability to seek, and effectively coordinate input into, problem solving and the</p>	<p>Excellent emotional and social intelligence.</p> <p>The ability to switch between thinking about different concepts or to think about multiple concepts at the same time.</p> <p>The ability and willingness to take a complex problem and break it down into a series of smaller problems that are easier to understand and solve.</p>

	<p>effective delivery of project tasks.</p> <p>Good time management skills, including priority setting, multi-tasking and problem-solving.</p> <p>Competent in use of MS office applications including Word, Excel and Outlook.</p> <p>Ability to foresee dependencies early and proactively deal with challenges, cascading as appropriate.</p>	
Knowledge and understanding	<p>Opportunities and current approaches to community-led action on energy across the UK (including community energy).</p> <p>Renewable energy, building retrofit, fuel poverty and smart energy system technologies.</p> <p>Inclusive local and community-centered approaches to consultation, engagement and empowerment.</p> <p>Local and national government approaches and policy frameworks for addressing energy and climate change challenges and opportunities.</p> <p>Project management tools and approaches.</p>	<p>Community energy governance and business model development.</p> <p>The UK energy system; its governance and key stakeholder groups.</p> <p>Local Area Energy Planning (LAEP) and similar approaches to decarbonisation pathway planning.</p> <p>Grant-making to local and community actors.</p>
Personal Qualities	<p>Commitment to and enthusiasm for public engagement and community consultation work.</p> <p>An interest in bringing people together to find solutions to shared challenges.</p> <p>Preparedness to, on occasion, work outside of normal office hours. For example, to meet the needs of working with voluntary organisations and community leaders.</p> <p>High personal integrity and self-motivation.</p> <p>Evidence of a positive 'can do' approach and flexible attitude to work, project development and delivery that is aligned with CSE's purpose, methods and values.</p>	<p>A creative and innovative mindset.</p> <p>Forward-thinking and open to testing new methods, making mistakes and working collaboratively.</p> <p>Active learning - participating in the learning process rather than passively taking in information.</p>

