

Nottingham Energy Partnership

Job Description

Post Title:	Affordable Warmth Project Coordinator
Department:	Affordable Warmth
Salary:	£23,000 - £26,000 p.a. (dependent on meeting the criteria)
Responsible to:	Affordable Warmth Programme Manager
Supervision:	Line management responsibility for up to 4 staff
Hours:	Full Time 37 hours per week

JOB PURPOSE

The Project Coordinator will be responsible for developing and managing NEPs new Green Homes Grant Local Authority Delivery Scheme and operations for NEPs other affordable warmth services. The position requires a motivated and intelligent person with a solid work ethic and track history of project management. You will collaborate with public and private sector organisations to ensure the successful implementation and delivery of projects.

The Green Homes Grant forms an important aspect of NEPs delivery programme to install key energy saving measures (e.g., solid wall insulation, solar PVs) into the homes of residents across the County. Also, to provide residents with advice and the technical knowledge about energy efficiency.

You will work with front line staff and community groups to extend NEPs reach to vulnerable households and enhance their knowledge and understanding of domestic energy efficiency, energy markets and fuel poverty.

An ability to enthuse, involve and communicate as well as the ability to liaise effectively with a wide range of individuals and organisations is needed in this post, as the key performance indicators includes the delivery of training courses, presentations, workshops and briefing sessions on NEP's affordable warmth services to address fuel poverty and energy inefficiency. Although technology is key to carbon saving, informed consumers have the potential to bring about far-reaching change. Occasional weekend and evening work will be necessary, for which time off in lieu will be given.

Other key functions include the management of information systems, human resources, and supporting with funding applications. You will have the ability to think strategically about the administrative and customer service requirements of the programme.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The Project Coordinator will play a full role in all activities of the Affordable Warmth Team and comply with NEP policies and procedures to ensure the successful delivery of business objectives and targets, that will include:

- Leading a team to promote the installation of energy saving measures, also the provision of financial and wellbeing services to address fuel poverty for vulnerable households.
- Delivering training courses also presentations/workshops to staff, key stakeholders and community groups.
- The implementation and review of operational procedures.
- To maintain partnerships with external agencies (e.g., local authorities, energy companies, contractors).
- A comprehensive understanding of current domestic energy policy to confidently promote it to clients.
- To set up reporting systems to provide progress updates internally and externally.

Performance Management

- Project management and delivery
- Ensure key performance indicators are met.
- Monitor and evaluate project performance to contribute to continuous improvement.
- Organise and lead on stakeholder meetings
- Contribute to management meetings.
- Effective communication with senior managers, team members, partners and key stakeholders.
- Achieve and personal appraisal targets, as agreed by the Affordable Warmth Programme Manager.
- Ensure project contract funding terms and conditions are met, including the completion of reports.

Operational

- Attend project review meetings.
- Oversee the day-to-day management of project and team activities.
- Investigate new initiatives to generate referrals for energy efficiency measures.
- Organise and deliver the frontline staff training programme.
- Monitor and update operational procedures.
- Compile presentations and resources for training courses and workshops.
- Ensure the effectiveness of the administrative procedures, IT systems, data processing and telephony systems are maintained.
- Represent the Affordable Warmth team at national, local and regional meetings.
- Work with the Marketing Officer to develop online and offline marketing materials.
- Any other duties commensurate with the level of job responsibility.

Management of Human Resources

- Manage, motivate, support and coordinate the activities of the team.
- Complete staff appraisals to ensure continual team development and individual performances.
- Set team and individual targets.
- Develop clear plans to achieving targets
- Identify personnel requirements.

Additional Requirements

- Occasional working outside of normal hours as required.
- A driving license is preferable but not necessary

Person Specification

Factor	Requirements	Essential/ Desirable	Selection Method		
Educational Qualifications	<ul style="list-style-type: none"> Degree (or equivalent) in a relevant subject Have a recognised qualification in domestic energy efficiency Significant experience in project management. 	E D E	A A A	I I I	
Computer	<ul style="list-style-type: none"> Experienced user of IT and Microsoft Office software, including Word, Excel and Access. Understanding and experience of interrogating data sets Familiar with the fundamentals of creating presentations using Microsoft Powerpoint to convey information. 	E E E	A A A	I I I	T
Knowledge	<ul style="list-style-type: none"> Clear understanding of the urgency in combating climate change and cutting energy bills in low income households. Knowledge of current and emerging domestic energy policy. A comprehensive knowledge of domestic energy efficiency technologies including renewable, and their relative benefits. Aware of the needs of disadvantaged communities and the issues associated with fuel poverty. 	E D E E	A A A A	I I I I	
Performance Management	<ul style="list-style-type: none"> Have a proven track record of successful project coordination, with a minimum of 2 years experience leading projects. Ability to work under pressure and achieve targets and deadlines. Self motivated Experience of completing reports for stakeholders and or funders. 	E E E E	A A A A	I I I I	T
Experience	<ul style="list-style-type: none"> Experience and confident at delivering presentations, training and or workshops to staff and community groups. Track record in community engagement and working in partnership with local organisations, in particular groups traditionally excluded from decision making processes. Project management and development. Experience in training. Excellent participation, engagement and facilitation skills. 	E D E D E	A A A A A	I I I I I	
Communication and Marketing	<ul style="list-style-type: none"> Evidenced ability to communicate effectively verbally and in writing with a diverse range of community members, agencies and the media. Experience of handling enquiries and providing excellent customer service, with attention for detail and accuracy. Ability to create interesting resources to reinforce the energy saving message. 	E E E	A A A	I I I	
Skills/Abilities - Other	<ul style="list-style-type: none"> Work effectively as part of a team. Follow written and verbal instruction. Learn quickly and convey new knowledge clearly to others. Set up an administrative system to meet the needs of the project and regularly monitor its effectiveness. Excellent numeracy and literacy skills 	E E E E E	A A A A A	I I I I I	
Equal Opportunities	<ul style="list-style-type: none"> Understanding and commitment to NEP's Equal Opportunities policy and to implement in service delivery. 	E	A	I	
Work Related Circumstances	<ul style="list-style-type: none"> Smart and presentable appearance Work outside of normal office hours to promote the project. 	E E	A A	I I	

* A = Application, I = Interview, T = Test