



JOB DESCRIPTION

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| Job Title: | Project Manager - Green Meadows Project |
| Employed by: | Nottingham Energy Partnership |
| Contract Length: | 3 years |
| Project Working Hours | Full Time (37 hours per week) |
| Salary: | £33,000 - £36,000 dependent on skills and experience |

Nottingham Energy Partnership

Nottingham Energy Partnership (NEP) is Nottingham's longest running Climate Action Charity, playing a key role in the sector for the past 25 years. We develop and deliver projects which promote both environmental and social justice, and respond creatively to issues faced by local communities. NEP focus particularly on the energy efficiency of homes and buildings, and we are developing our Future-Fit retrofit programme to address current challenges and opportunities in this growing industry.

The Green Meadows Project

Green Meadows is NEP's pioneering community climate action project. Delivered in partnership with Meadows Ozone Energy Services (MOZES), the five year project is funded by the National Lottery Climate Action Fund. Through a holistic programme of activities and services, we empower local people to take action at an individual and community level, and to build a wider movement.

Our 'Future-Fit Homes' strand encompasses work that we do to help households to reduce their energy consumption and carbon emissions, via our Future-Fit Assessments, Plans, DIY Workshops, Toolshare, and funded small measures. We also work with local schools, community groups and individuals to promote learning about climate change, and support local people to realise their own climate action projects. For more information see greenmeadows.uk

The Conservation Retrofit Catalyst

The Conservation Retrofit Catalyst is an NEP project, funded by Energy Redress, designed to improve the way that the retrofit of traditionally constructed buildings is carried out. It aims to draw together the often competing building conservation and energy efficiency sectors, and to develop more effective solutions to the challenges of retrofitting the UK's traditionally constructed housing stock.

The project will also address gaps in the supply chain via the development and delivery of an accredited level 2 training course - 'a Practical Introduction to Conservation Retrofit' - for those working or aspiring to work in the sector. The course, currently being developed in partnership with a local bio-based materials consultancy, will be launched in August 2023.



Main Purpose of the Role

The focus of the role will be to provide effective and strategic project management across NEP's Green Meadows and Conservation Retrofit projects. The role will also include the line management of members of the Green Meadows team.

Main Tasks to be completed

The successful applicant will be expected to complete the following tasks – please note that this list is not exhaustive, and that the job role will evolve as the project progresses.

Project Management

- Oversee delivery of the Green Meadows and Conservation Retrofit projects.
- Build and manage partnerships with external stakeholders including funders and specialists.
- Ensure the programmes have effective monitoring and evaluation measures in place, and lead on the evaluation and continual improvement of services.
- Liaise and coordinate with other teams and departments within the organisation.
- Establish programme targets and ensure these are achieved, including developing effective tools and processes to drive and monitor progress across project workstreams.
- Identify gaps and opportunities for the projects to develop and to maximise their success, including identifying funding sources to support project development and continuation.
- Contribute to regular reporting including carbon emissions reporting.
- Manage project budgets totalling over £2m.
- Provide problem solving support to project workstream leads.
- Contribute to the ongoing design and development of NEP's projects, including leading on funding applications.
- Work with the wider management team to develop whole organisation strategies and practices to further NEP's aims and ambitions.

Line Management

- Contribute to recruitment processes including the development of job specifications, application and interview processes.
- Maintain accurate records of recruitment, development and training for the staff that you manage.
- Identify staff training needs and opportunities.

- Motivate and provide support to staff, including supporting their wellbeing and development.
- Support staff to set targets, and monitor and review their progress on a regular basis.
- Carry out regular supervision and appraisal processes with staff, reviewing performance and providing feedback.
- Act as a liaison between team members and senior management, effectively communicating any concerns and resolving issues effectively.

Key Applicant Information

- **This is a full time role based in the Meadows area of Nottingham.** The successful applicant will be required to work with the NEP team, and therefore able to attend events and meetings in the Meadows, COVID-19 regulations permitting.
- Due to the nature of this role, applicants must be prepared to work **flexible hours including occasional evenings and weekends.**
- **If you are invited to interview, you will be required to provide examples of your previous work to the interview panel for discussion.**
- Please note that your application will be judged based on your responses to the application questions: **we are not able to accept CV's**, therefore please include any relevant examples of qualifications and experience within your application form.
- We positively encourage people from Black, Asian and Minority Ethnic backgrounds, those who face cultural, social, or economic barriers, or who self-identify as disabled to apply.

For more information or to discuss any part of the application, please contact darren.barker@nottenergy.com

Person Specification

| | Requirements | Essential / Desirable |
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| Educational / Professional Qualifications | GCSE level Maths & English | Essential |
| | HND or degree in relevant subject or equivalent experience | Desirable |
| | Project Management Qualification or equivalent experience | Desirable |
| ICT | Proficient in Microsoft office including Excel, Word and Outlook | Essential |
| | Ability to use databases and interrogate data sets for evaluation and reporting purposes | Desirable |
| Experience | Proven track record of successfully managing multifaceted projects | Essential |
| | Experience of managing staff and leading a team | Essential |
| | Experience of managing budgets | Essential |
| | Experience of successfully managing relationships with a range of internal and external stakeholders, including project funders | Essential |
| | Experience of monitoring and evaluating projects | Desirable |
| | Experience working within the charity/community/voluntary sectors | Desirable |
| | Experience of contributing to the ongoing development of projects | Essential |
| Knowledge & Skills | Understanding of climate change and grass roots approaches to climate action | Essential |
| | Strong project management skills | Essential |
| | Understanding of building energy efficiency, retrofit, and issues around building conservation and heritage | Desirable |
| | Exceptional written and verbal communication skills | Essential |
| | Ability to relate to the public, volunteers, partners, stakeholders and staff at all levels | Essential |
| | Ability to write formal reports and analyse monitoring and evaluation datasets | Essential |
| | Understanding of climate change and the intersections between social and environmental justice | Essential |
| Service Delivery | Experience interacting with and supporting people from a variety of backgrounds, including those considered vulnerable | Essential |
| | Experience of providing excellent customer service with attention to detail and accuracy | Essential |
| | Friendly and approachable manner, with the ability to be tactful, diplomatic and sensitive when dealing with customers | Essential |
| | Aware of the of the needs of disadvantaged communities and the issues associated with fuel poverty | Essential |