

# **Energy4All Ltd – Job vacancy for Project Manager – South East England, London and East Anglia (based in London or South East England)**

## **The Company – Energy4All**

Energy4All ('E4A') is the UK's leading social enterprise in the delivery of community owned renewable energy schemes. Its mission is to deliver more community owned renewable energy and carbon reducing businesses. It is a non-profit-distributing social enterprise, applying its surplus to its mission. The co-operatives it creates are its shareholders, in order to ensure its social enterprise ethos - a "co-operative of co-operatives". It combines robust business principles with the ethics of a co-operative, democratically run business.

Founded in 2002, E4A has successfully delivered 27 operating community energy co-operatives, with more under development. E4A also acts as the manager of each of these co-operatives. E4A is funded by the management fees paid by these co-operatives and by fees charged on the successful development of new projects. E4A's administration and finance office is in Barrow-in-Furness, Cumbria, where 12 of its 21 staff are based. Its other staff focus on development work, management of the generating sites and engagement with the co-operatives, and are regionally based.

E4A has pioneered a series of business models to facilitate community ownership across a range of technologies: wind, solar, hydro, local biomass-fuelled district heating, battery storage and LED lighting. Ownership of these schemes includes 100% community ownership where the development, financing and operation of the project is undertaken by a co-operative or community benefit society, and shared-ownership arrangements where the community works in partnership with a commercial developer.

E4A believes that community ownership requires the participation of the local community to help deliver projects and distribute community benefit, with financing also coming from non-local members who support the objectives of the community and wish to help deliver a democratically owned, cleaner, more sustainable energy system.

In the South-East of England, E4A already has 7 operating co-operatives most of which are actively seeking to grow. In addition, new project leads will be developed as they arise. We are seeking to appoint a Project Manager responsible for the management and development of this portfolio, supporting the boards of the individual co-operatives. These 7 co-operatives comprise: Schools' Energy Co-operative (solar pv installations on 80 schools and 1 cathedral throughout the region, with more under development); Wey Valley Solar Schools (solar pv installations on 10 schools and 1 church and LED installations on 2 schools mainly in West Surrey); Marks and Spencer Energy Society (solar pv on 8 stores); Repower Balcombe (solar pv on 6 sites, LEDs at 2 sites and battery storage at 1); Reading Community Energy (solar pv on 22 sites) which is being developed with the active support of Reading Borough Council; Energise South (solar pv on 8 sites and an active supporter of the local fuel poverty alleviation group) and Springbok Sustainable Wood Heat (a unique community owned, local biomass fuelled district heating system in an off-gas grid hamlet, which also sources and chips its own wood and has built appropriate facilities).

In addition, the job will also involve developing new projects and co-operatives as opportunities arise.

## **The Job:**

This is an existing position with the current staff member leaving to return to Spain at the end of August 2020. Ideally the candidate will be able to start as soon as possible after this date.

The role calls for a broad range of skills of which the key elements are:

- To act as the principal manager of the seven existing E4A co-operatives in the south-east, working with the boards of those co-operatives and the E4A Barrow office (which handles most of the financial and membership administration). In due course the candidate is likely to become a director and company

secretary of those co-operatives (training will be provided). Tasks include management of the generating assets and liaison and management of outside contractors; relations with host sites and resolving issues with host sites if the Barrow office is unable to do so; and liaison with the co-operatives' boards and members.

- Supporting the development of those co-operatives, typically by supporting the identification, contracting, funding (both by loans from banks and others and by share issues to the public), construction, registration and operation of new sites for solar arrays and other new carbon reduction projects. It is anticipated that the 7 co-ops will continue to seek opportunities and implement new projects, hence the time spent on this will constitute a reasonable proportion of the role in the short and medium term.
- The identification and assessment of potential renewable energy/carbon reduction projects suitable for community ownership across a range of technologies, requiring technical skills and an ability to assimilate and report on complex issues clearly. The opportunities may be initiated by the community, developer, an individual social entrepreneur or the candidate/E4A. Time spent on this varies, is currently modest and is anticipated to increase.
- A role in project management, involving the development and potentially the construction and commissioning of complex projects. Outside expertise is employed as needed, but E4A staff are expected to be key elements in co-ordinating delivery. This role ideally requires project management skills and experience. Depending on workload there is scope to participate in projects outside the south east involving wind and hydro generation.
- The championing of public share offers to raise development capital. E4A has a strong track record in this area but the candidate has a key role to play in co-ordinating and driving the process and supporting local promotion of the share offer. Business skills and enthusiasm are the ideal requirements here while experience in marketing would be an advantage.
- E4A has a role in supporting and influencing the development of community renewables in the UK. You may be required to attend various groups, and strategy meetings in Britain or Europe to present the experience of E4A and help to influence Government policy.

E4A staff and volunteers work closely as a team and the successful candidate will receive support in each of the areas of work from other members of staff. Staff training to broaden expertise is supported where appropriate.

If you feel you have a good number of the above skills, then please make contact.

The exact job description remains flexible and open to discussion given the changing nature of the community renewable energy sector and may be tailored to suit the developing needs of E4A and its family of co-ops as well as the skills and experience and particular interests of the successful applicant.

**Reporting Structure:**

The role will report principally to John Malone, the Development Director (or in some cases direct to Marna McMillin, the CEO). Supervision on specific projects may be provided by our Chair, Mike Smyth. E4A is a small team, so it is essential that every member of the team can pull their weight effectively and make a contribution to all areas of the business.

**Location:**

This role will be based in South-East England or London.

**Personal attributes and skills:**

The successful candidate will demonstrate a number of the skills set out earlier. In addition, the candidate will also bring a number of the following attributes: be well-organised and self-motivated; able to work with minimal supervision; happy managing competing demands; have the necessary interpersonal skills for working effectively with volunteer boards and external partners; be supportive of colleagues; have the necessary IT skills (word documents, spreadsheets, remote communication, etc); and be flexible as the job is likely to evolve.

It is intended the person will work from home or from local office space. There will be support available to set this up. The dispersed nature of the projects means that the Manager will be expected to travel as required. A clean driving licence is required. Good communication skills are required.

Training will be provided but experience of the energy sector and/or the co-operative or social enterprise sector is desirable.

**Commitment:**

E4A is a small team who believe in what they are trying to deliver. The new recruit should be happy to fit into this ethos. E4A is looking to continue in its pioneering role in the community energy sector and needs a committed person who wants to take up a unique opportunity to make their mark quickly in a dynamic area. The candidate must be committed to tackling climate change and the community energy movement.

**Terms and Conditions:**

Salary: None of our staff is driven by a wish to get rich quick. However, we do try to pay fair and attractive salaries. As a business driven by a co-operative ethos, we operate an unusually flat salary structure. The role in question is likely to command a salary of between £25,000-35,000, depending on experience and qualifications.

Hours: core hours are from 9am to 5pm but the role requires occasional evening and weekend meetings. The demands of projects can be extreme and the candidate needs to be flexible and willing to work around the needs of the project.

Holidays: 25 days plus statutory holidays.

Contract: Permanent – note, the contract is not dependant on grant funding.

Notice Period: There is usually a 6-month probationary period during which notice period is 1 month on either side. After that a notice period of 3 months usually applies.

Pension: E4A supports a stakeholder pension scheme and will pay in up to 8% of salary if the employee contributes at least 4%.

Office and Equipment: E4A will supply all necessary equipment including office space.

Expenses: All expenses are reimbursed at cost against receipts. Mileage in your own car is paid at 45p per mile but, wherever reasonable, employees are encouraged to use public transport.

**Closing Date:**

Closing dates for all applications is Monday 21<sup>st</sup> September 2020; please email a CV to [tammy@energy4all.co.uk](mailto:tammy@energy4all.co.uk) with a covering letter.

We intend to carry out interviews using Zoom or MS Teams. Where safe and appropriate to do so we may request a face-to-face interview. We intend to arrange Interviews between 24<sup>th</sup> and 30<sup>th</sup> September 2020.