

**Community Energy Pembrokeshire**  
**Project Manager - Local Energy Action Force (LEAF)**  
**Location – Flexible Home Working**  
**Contract - 2 days per week to Aug 1<sup>st</sup> 2020**  
**Salary – in region of £250 per day**

**Background**

Community Energy in Pembrokeshire (CEP) is a Community Interest Company created for the benefit of all individuals and community groups dwelling or based in the county of Pembrokeshire. The Company was formed from PLANED's Community Action Planning process in 2013 to deliver renewable energy projects identified by a renewable energy opportunity study for South East Pembrokeshire.

Community Energy Pembrokeshire has secured funding from the Arwain Sir Benfro Leader Rural Development Programme to deliver an exciting and innovative project in five areas across Pembrokeshire. These are St Davids, Tiers Cross, the cluster of Milford Haven, Hubberston and Hakin, Llanteg (specifically, Llanteg Park), and Tavernspite. LEAF will support those communities to develop projects generating, selling and buying sustainable energy. The following benefits are intended to arise:

- Local people will be engaged in energy saving to reduce their bills, seeking access to cheaper, green, locally produced energy
- Local sustainable energy projects will be more viable by selling energy directly to local customers above wholesale rates
- New direct jobs will be created
- Environmental benefits of clean energy

Local capacity is a key gap in community energy projects which LEAF will address. The projects themselves will all be technically innovative and bespoke to each community's characteristics and opportunities. Novel technologies and market / regulatory solutions are expected to arise, from which learning and replication opportunities can be shared with communities across Wales

LEAF will provide an Action Force of project workers and volunteers able to develop projects moving Pembrokeshire towards a low carbon economy. In each area, a core group of at least 3 "Champions" will be the key beneficiaries of an intensive programme of development and capacity building activities, and will reinforce their learning and development by acting as ambassadors engaging within and beyond their own communities, and passing on their learning. These Champions will form "Local Energy Action Groups" to structure the benefits to be felt from the project, acting on behalf of the community.

The Board of Directors of CEP, has established a team of locally embedded project officers and is now looking for an experienced Project Manager.

The project team will provide capacity to support the decisions of the Local Energy Action Groups, administer the requirements of project funders, seek further funding and undertake any other eligible tasks needed by the groups. The project officers will also be learning and training as part of the project and within the scope of their employment.

## **Community Energy Pembrokeshire (CEP) now wishes to appoint a part time Project Manager with established skills in the community energy sector**

### **Job Purpose**

Set out an Action Plan, agreed by CEP Directors which will cover the following:

- Co-ordinating an Action Force of officers and volunteers to drive projects, moving Pembrokeshire towards a low carbon economy,
- Engage five local communities aiming to generate and trade sustainable energy.
- Provide support and development for the Project Officers
- Recruit 5 clusters of 3-5 'project champion' volunteers in the target communities;
- Deliver an intensive programme of activities engaging citizens at community events
- Build CEP's capacity as a hub for five key projects acting on sustainable energy – co-ordinating and enabling access to support, skills, knowledge and experience & sharing learning;
- Deliver capacity building / dissemination sessions, plus fact-finding trips to other community projects, working closely with delivery partners named in the project proposal
- Provide the CEP Directors with timely project and financial reporting to meet the requirements of the CEP board, LEADER, Action Force Groups and any other funders.
- Engage with Welsh Government Energy Service to draw down planned match funding and support development of realistic and achievable sustainable energy projects in each target community
- Work with the CEP Board towards a sustainability plan for the network and "Action Force"

CEP has procured an external contract for monitoring and evaluation of the project, contributing to the reporting requirements outlined above;

- **Employment Details**
- **Salary Scale:** negotiable in region of £250 per day contractor fees
- **Location of the Post:** Home working and hot desk arrangements as required
- There will be a substantial amount of travelling within the post; travel expenses will be paid in line with recommended HMRC rates.
- Laptop, software and phone provided if necessary
- **Contract:** Part time post until 1<sup>st</sup> August 2020
- **Working Hours:** Working hours will be 8 hours per day The officer will be required to work some unsociable hours.

### **Person Specification**

|                               | <b>Essential</b>   | <b>Desirable</b>   |
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| <b>Skills and Abilities</b>   | <p>Strong verbal, written and presentation skills</p> <p>Excellent interpersonal skills and ability to build teams of volunteers</p> <p>Ability to work without on-going line management authority</p> <p>Proven project management experience</p> <p>Technical report writing</p> <p>Self-motivated but also a team player</p> <p>Computer literacy</p> | <p>Experience of working as a remote team member</p> <p>working with project officers/local team</p>   |
| <b>Knowledge</b>              | <p>Experience of renewable energy development and relevant policies and legislation.</p> <p>Knowledge of rural development (e.g. agriculture, rural tourism, rural food) and rural issues</p>  | <p>Knowledge of EU funded rural / economic development programmes (e.g. LEADER+, Objective 1, RDP)</p> |
| <b>Experience</b>             | <p>Experience of developing and implementing projects including renewable energy projects</p> <p>Writing business plans and cash flow forecasts</p>  | <p>Knowledge of/or experience of working on the Electricity distribution network</p>                   |
| <b>Training Qualification</b> | <p>HND or equivalent level professional qualification OR comparable experience in a similar role will also be considered.</p>  | <p>Professional qualification in relevant discipline.</p>  |

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| <b>Other requirements</b> | Ability to work under pressure and to meet project deadlines<br>Full driving licence | Ability to communicate through the medium of Welsh |
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Applications by letter and CV to the Secretary of Community Energy Pembrokeshire [energypembssecretary@gmail.com](mailto:energypembssecretary@gmail.com) by April 11th. Interviews will be held April 16<sup>th</sup>.