

## Rural Community Energy Funding Manager

**Reference:** SEMN0046

**Duration:** 12 Month Fixed Term Contract, P/T 3 days per week Flexible

**Salary:** £42,683 (Pro-rata)

**Location:** Home Based

### The Opportunity

An exciting opportunity has arisen within the Greater South East Energy Hub (GSEEH).

The GSEEH was set up in 2018 and is funded by the Department of Business Energy and Industrial Strategy. The GSEEH covers 11 Local Enterprise Partnerships and 141 local authorities in the south east of England.

Our work encompasses several programmes that reduce carbon and bring social and economic benefit. This includes the administration of the Rural Community Energy Fund and the Green Home Local Authority Delivery Phase 2 programme.

The Greater South East Energy Hub is based within the Business & Skills Energy directorate at the Cambridgeshire and Peterborough Combined Authority.

The Authority was established in March 2017 as a result of powers being devolved to it by Central Government most particularly in regard to securing major developments and improvements in respect of Transport, Housing, Education and Skills across the region with a vision to make Cambridgeshire and Peterborough the leading place in the world to learn, live and work.

The Rural Community Energy Funding Manager will manage the Rural Community Energy Fund (RCEF) on behalf of the eleven Local Enterprise Partnerships that constitute the Greater South East Energy Hub. The role will focus on effectively developing and delivering rural community energy generation and low carbon projects through administration of the BEIS/DEFRA funded RCEF programme.

## JOB DESCRIPTION

**Role:** Rural Community Energy Fund Manager

**Reports:** to Regional Hub Manager

### Job Purpose

To manage the Rural Community Energy Fund (RCEF) on behalf of the eleven Local Enterprise Partnerships that constitute the Greater South East Energy Hub. The role will focus on effectively developing and delivering rural community energy generation and low carbon projects through administration of the BEIS/DEFRA funded RCEF programme.

Key responsibilities include managing day to day governance of the RCEF. This includes but is not limited to, working with RCEF Project Officer(s) and partner organisations to appraise grant applications, establish funding agreements and monitor grant awards under the RCEF and ensuring compliance with the CPCA Assurance Framework. The role will also include representing the RCEF to external stakeholders.

Developing and implementing such schemes will involve working with the community sector and key public and private sector partners within the greater south east region. The role will also have reporting responsibilities to the Cambridgeshire & Peterborough Combined Authority who are the Accountable Body for the Energy Hub.

The post-holder will be expected to ensure all the appropriate project and programme management mechanisms are in place to successfully deliver RCEF.

### Key Responsibilities

- Manage the day-to-day operation of the Greater South East Rural Community Energy Fund.
- Act as a point of contact and develop good relationships with partner organisations, government, and a range of organisations, which assist in the development and delivery of RCEF.
- Work collaboratively with the regional energy projects team, with responsibility for community energy project development across the south east Hub area.
- Manage the RCEF Project Officer(s) to support community organisations and engage new community organisations in the RCEF application process and management of approved grants.
- Undertake initial eligibility and compliance checks on RCEF applications.
- Manage the appraisal and due diligence of grant applications, make recommendations to the Hub Board Funding Panel, and produce monitoring and management reports to ensure:
  - Grant applications provide the maximum impact from the RCEF
  - Clear audit trails are in place for all decisions made in relation to the RCEF grant scheme from concept to closure, and
  - Key Performance Indicators are met.

- Manage the contracting and financial aspect of the Rural Community Energy Fund with successful applicants, including ensuring community groups manage their grant funding spend appropriately.
- Agreeing grants, keeping processes, procedures, and evidence up to date, assessing and reporting performance, ensuring accuracy of financials, and complying with data capture requirements are all vital to the position.
- Carry out energy project assessments and utilise wider team expertise to work with community groups to generate compelling business cases.
- Identify, articulate and communicate actual and foreseen barriers to the delivery of projects.
- Identify energy project potential within the greater south east, working with stakeholders to identify viable schemes and associated business cases for investment.
- Assist in preparing the specification and tender documents for tender processes associated with new energy projects and programmes.
- Develop and implement a marketing and communications plan for the RCEF, working closely with the Hub Support Coordinator to develop and coordinate communications and engagement between stakeholders to raise awareness of RCEF.
- Work closely with the Hub Data & Information Manager to develop and maintain appropriate systems, policies, and procedures, share good practice within the Hub team and put in place necessary procedures to ensure business continuity.
- Undertake any other tasks which are commensurate with the grading and nature of the post.

## **PERSON SPECIFICATION**

### **Knowledge**

#### **Essential**

- Educated to degree level or equivalent with relevance to the role
- Knowledge of business models, planning and regulatory frameworks for distributed energy technologies, energy efficiency and/or decarbonisation of heat.
- Knowledge of the capital project development cycle for energy projects.
- Knowledge of appropriate techniques for appraising, evaluating and monitoring grant applications
- Knowledge of setting up and operating programme and project management support systems, including processes, procedures, and tools.

#### **Desirable**

- Good understanding of the not-for-profit sector
- Up to date knowledge of the energy sector relevant to community-based energy projects
- Knowledge in energy, carbon management and provision of advice.

## Skills & Abilities

### Essential

- Strong managerial skills with appropriate experience
- Strong analytical and reporting skills
- Excellent communication skills and ability to work productively with the public, private and community sector
- Ability to assess tender proposals from consultants to deliver feasibility and development studies
- Ability to appraise grant applications and produce reports for the RCEF Funding Panel and management reports for the Hub Board
- Ability to write compelling business cases, complete tasks, and actions efficiently
- Ability to deliver to tight timescales, manage own priorities and work under pressure with several different stakeholders
- Ability to build effective relationships and build support among colleagues and community partners from diverse backgrounds
- Ability to work as part of a team whilst being comfortable working autonomously
- Ability to work from a variety of locations within the Greater South East Hub area including Cambridgeshire & Peterborough region.

### Desirable

- Ability to analyse data, identify solutions, draw conclusions, and communicate the decisions taken
- Ability to communicate complex issues in a clear manner to a range of stakeholders
- Ability to solve and pre-empt issues.

## Experience

### Essential

- Experience of setting up and/or operating programme management support systems
- Experience in successfully delivering energy projects and programmes
- Experience of recording, evidence keeping and managing submission of grant claims and financial information to meet monitoring and performance requirements
- Experience of contract procurement, negotiation and management
- Experience of managing contractors, developing tender specifications and business cases
- Proven competency to collate, interpret and communicate detailed programme information

### Desirable

- Experience of undertaking feasibility and/or development studies for energy projects
- Experience of producing viable business cases for capital projects
- Experience of working with and supporting community organisations
- Experience of producing reports for, and presenting to management Boards

## Behaviours

- The post-holder is expected to maintain the highest level of confidentiality and discretion at all times during the course of their work.
- The post-holder must comply with the Council's Health and Safety requirements.
- The post-holder will be required to work from a variety of locations within the Greater South East Hub area including Cambridgeshire & Peterborough region. There will also be a requirement to travel out of the region.

**To apply for this role:** Your CV and a covering letter should be sent to: [paul.woods3@beis.gov.uk](mailto:paul.woods3@beis.gov.uk)

**Closing date: 19th May 2021**

