

## Rural Community Energy Fund Project Officer

**Reference:** SEMN0047

**Duration:** 12 Month Fixed Term Contract

**Salary:** £34,788

**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 Fund Project Officer will work with community organisations in rural areas to help them develop projects that are eligible to apply for grant funding from the Rural Community Energy Fund (RCEF) within the eleven Local Enterprise Partnerships that comprise the Greater South East Energy Hub.

## JOB DESCRIPTION

**Role:** Rural Community Energy Fund Project Officer

**Reports to:** RCEF Manager

### Job Purpose

To work with community organisations in rural areas to help them develop projects that are eligible to apply for grant funding from the Rural Community Energy Fund within the eleven Local Enterprise Partnerships that comprise the Greater South East Energy Hub.

The role will report into the RCEF Manager and will also have reporting responsibilities to the Regional Hub Manager.

The post-holder will be required to identify and engage with rural community groups, supporting and enabling them to successfully access the RCEF and work with them to formulate and deliver on community energy related initiatives. Developing and implementing such schemes will involve working with rural community groups, network organisations and key public and private sector partners within the wider greater south east region. The role will also involve communicating the RCEF to external stakeholders for example through communication events.

The role will require flexible and lone working with potentially unsociable hours in order to maximise the resource available to community groups interested in developing rural energy projects.

### Key Responsibilities

- Provide initial guidance on eligibility and work with community groups in rural areas to develop robust grant applications.
- To maintain up-to-date knowledge of the low carbon energy opportunities relevant to community organisations and third sector organisations, including policy/regulatory changes and funding opportunities.
- Work collaboratively with the regional energy projects team, with responsibility for community energy project development across the south east.
- Carry out energy project assessments and utilise wider team expertise to work with community groups to generate compelling business cases.
- Work with community groups to provide detailed performance reporting and information sharing.
- Identify new ways to proactively engage with rural community groups and work with stakeholders to promote the RCEF, including presenting at events and raising awareness of the scheme via established networks.
- Assist grant applicants to prepare specification and tender documents for external consultancy where required.
- 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.

- Develop robust and transparent process for engaging with community groups to ensure all interested applicants are treated fairly.
- To collaborate and share knowledge with colleagues on Clean Growth and undertake a coordinated and flexible role as necessary to meet the objectives of the Rural Community Energy Fund and the GSE Energy Hub.
- Provide support as required to ensure wider business continuity and emergency planning and undertake any other tasks which are reasonable as directed by the Regional Hub Manager.

### **Key Working Relationships**

- Community organisations
- Regional Energy Hubs RCEF teams
- Department for Business, Energy & Industrial Strategy
- Other Members of the Combined Authority
- Senior Officers and Members of the Constituent Bodies
- LEP, Council and other stakeholders in the Greater South East Hub area

## **PERSON SPECIFICATION**

### **Knowledge**

#### **Essential**

- Educated to degree level or equivalent with relevance to the role
- A good understanding of the community energy sector and/or social impact businesses.
- Detailed knowledge of the process to develop investible local energy projects.
- Knowledge of the capital project development cycle for energy projects.
- Genuine interest in energy and/or sustainability and the community sector

#### **Desirable**

- Good knowledge of existing third sector and community energy networks.
- Up to date knowledge of the energy sector relevant to community-based energy projects.
- Knowledge of social impact/low carbon funding and finance.
- Knowledge of energy policy and regulations.

## Skills & Abilities

### Essential

- Skill in writing compelling business cases and funding bids.
- Skill in talking to others to convey information effectively.
- Skill in completing tasks and actions efficiently to a high standard.
- Ability manage own priorities, work under pressure and meet deadlines.
- Ability to plan projects, identify milestones and critical success factors.
- Ability to build effective relationships and build support among colleagues and community partners from diverse backgrounds
- Ability to work autonomously and as part of a remote working team .
- Ability and willingness to travel extensively and work flexibly including unsociable hours.

### Desirable

- Skill in undertaking energy projects assessments.
- Skill in public speaking.
- Ability to communicate complex issues in a clear manner to a range of public sector and community sector stakeholders.

## Experience

### Essential

- Experience of applying successfully and managing grant funding or supporting others to do so.
- Experience of writing tender specifications and evaluating proposals.
- Experience of project management and contract management.
- Experience of developing business cases.

### Desirable

- Experience of undertaking energy projects assessments.
- Experience of working with and supporting community organisations.
- Experience of performance reporting.
- Experience of public speaking and presenting.

## 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.
- The role may include work outside of normal office hours to accommodate community organisations.

**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**

