



Project Manager – Community Retrofit and Renewables

Job Description

THE EMPLOYER: Cumbria Action for Sustainability (CAfS)

LOCATION: Contractually based at our office, Eden Rural Foyer, Old London Road, Penrith, CA11 8ET, however we are open to flexible working patterns and blended (home, site and office-based) or home working is possible for this role.

REPORTS TO: Low Carbon Communities Programme Manager

HOURS: 22.5 – 37.5 hours (3 - 5 days) per week, subject to confirmation of additional funding and candidate preference.

START/END DATE: Start as soon as possible. Fixed-term contract until 31 October 2024 (with potential for extension subject to funding).

SALARY SCALE: From £26,000 - £34,000 per annum full time equivalent, with starting salary dependent on skills and experience.

LEGAL RIGHT TO WORK: You must have a legal right to work in the UK as CAfS is not in a position to act as a sponsor.

APPLICATIONS BY: application form to be sent to recruitment@cafs.org.uk by 9am on Wednesday 4th October 2023.

ABOUT CAfS:

CAfS is an award-winning charity and the leading organisation providing inspiration, advice, and support for action on climate change in Cumbria.

Our vision is a zero carbon Cumbria that is socially, environmentally, and economically beneficial for all.

Our mission is to achieve net zero by 2037 or sooner by promoting and facilitating low carbon living and its benefits – inspiring and supporting individuals, communities, and organisations across Cumbria and beyond to decarbonise lives and businesses. We provide practical support for the development of low carbon plans and policies for places, communities, businesses, local authorities, other organisations, and individuals. We inspire behaviour change and seek to deliver sustained shifts from high to low carbon

emissions through enabling new social norms and influencing key policies, strategies, and funding streams.

LOW CARBON COMMUNITIES TEAM

The Low Carbon Communities (LCC) Team takes an area or sector-based approach, delivering carbon reduction projects which unite people through shared action and provide benefits to their community. The term 'community' can include groups of residents or businesses or other groups with a common interest.

Our team supports communities to deliver tried and tested reduction activities as well as to trial new approaches. We practice exemplary engagement, consultation and involvement techniques, transfer knowledge and skills and provide project management.

The scope of our work is dependent upon funding opportunities and the interests of the communities.

This role is to support our Community Retrofit and Renewables project.

It is a two-year programme from 1st February 2023 to 31st January 2025, which includes:

- Continuing to roll out the Solar Made Easy project to new communities across Cumbria; and
- Developing and delivering the Retrofit Made Easy project in five communities in Cumbria, including one farming community

The project works with local community sustainability groups to engage residents around installing solar PV panels and/or retrofitting their homes for energy efficiency. We organise community events where we provide advice and give people opportunities to get further support.

For the Solar Made Easy project, we can arrange for homeowners to get quotes from local, vetted installers. Whilst the installers are independent from CAfS and deal directly with the homeowners, a significant part of the project is building and maintaining relationships with them.

For the Retrofit Made East project, the further support involves:

- The local community groups providing free thermal imaging surveys – CAfS are training and supporting the volunteers to do this;
- Retrofit support services from the CAfS retrofit team (including Home Retrofit Planner audit); and
- On-going opportunities to meet up with others who are undertaking retrofit work locally to share learning and support each other.

MAIN PURPOSE OF ROLE:

- Engage, inspire and support communities to install solar PV and/or to retrofit their homes for energy efficiency.
- Deliver the Solar Made Easy project and the community engagement element of the Retrofit Made Easy project.
- To manage the budget, timescales, monitoring, evaluation and reporting in line with funder requirements of the project.
- Direct and support the work of the Project Administrator.

KEY RESPONSIBILITIES AND TASKS :

Project management

- Refine the approach, project plan and timescales and work with the Programme Manager and the Project Managers of the other elements of the Community Retrofit and Renewables project to ensure integration.
- Work with the CAfS Marketing team to discuss and agree the marketing plan and deliverables for the project.
- Work with the Programme Manager to update, refine and further develop project resources, including the webpage, Solar PV FAQs, property information questionnaire and customer feedback surveys and cost tracker.
- Commission solar PV maps for new communities, working with our established contractor.
- Support the Project Administrator to maintain the customer information database .
- Monitor and analyse progress against required outputs, improve processes and support the Programme Manager to report to funders.
- With the support the Programme Manager and CAfS Development Manager, plan the on-going development and expansion of the project and secure the required funding.

Relationship management

- Support communities to engage local residents and invite them to the community events. Lead on the organisation and delivery of the community event.
- Be the main point of contact for community groups. Provide them with regular updates on progress and seek their input into the on-going refinement of the project.

- Support the Project Administrator to communicate on a regular basis with property owners regarding project progress and respond to their queries.
- Liaise with installers to monitor their capacity and on-going interest in the project and allocate them to new communities. Ensure that they progress quotes and installations in a timely manner.
- Organise periodic webinars to showcase the project and help a wider audience to increase their knowledge about solar PV and access the Solar Made Easy service.

Resource management:

- Manage project budgets effectively to maximise outcomes from the project.
- Procure and manage contractors and advisors as required, including agreeing specifications and associated cost, managing contracts and payment of invoices.
- Direct and support the Project Administrator in relation to meeting and event organisation and householder tracking and liaison. *NB line management of the Project Administrator will initially sit with the Programme Manager, then will transition to the Project Manager once established in post.*
- Manage volunteers as required to support the delivery of the projects.

OTHER RESPONSIBILITIES:

- Help to raise the profile of CAfS other work as opportunities arise.
- Contribute to news articles, web content and other information about the project for publicity and CAfS' profile raising.
- Report to line manager and board of trustees on progress, learning and impact.
- Ensure compliance with CAfS policies, procedures and guidance, GDPR, procurement, and contribute to the organisational development of these.
- Carry out other tasks or projects required from time to time, as directed by line manager or trustees.
- Contribute to the on-going work of CAfS generally including attending appropriate networking meetings, team meetings and training.

Person Specification

Essential skills and attributes:

- Excellent engagement skills to encourage, support and manage contributions and opinions from multiple individuals in community groups

- Excellent communication skills, including: the ability to put complex information across simply and concisely and to a range of different audiences; the ability to; the ability to speak in public; good written and IT skills.
- Excellent project management skills, including budget, programme, quality and risk management.
- Event organisation and delivery skills.
- Understanding of climate change and the actions required to mitigate the impacts.
- Basic understanding of solar PV and home retrofit.
- A degree-level qualification or three years' experience in a relevant field.
- A strong interest in the objectives that CAfS seeks to deliver.
- A creative and innovative approach to work and an ability to draw on ideas from elsewhere.
- Ability to build networks and relations with other organisations.
- Ability to work in a small team as well as on own initiative.
- Ability and willingness to prioritise, work to deadlines and juggle multiple priorities.
- Ability to work flexibly including evening and weekend working by agreement.
- Ability to arrange your own travel throughout rural Cumbria.

Desirable criteria

The following attributes are **desirable** but not essential:

- Experience of delivering community-led schemes, especially on carbon reduction and/or community renewable energy.
- Knowledge of and contacts from across Cumbria, particularly community groups.
- Experience of procuring and managing contracts for delivery of project outcomes.
- Experience of monitoring and evaluating projects.
- Experience in online meeting platforms and webinars.

If you would like more information about the role, please contact CAfS: molly.hogg@cafs.org.uk.