

Generation Community Ventures (07641432)

Job Description:

Administrator (inc solar asset management) / Project Manager

FT or % P/T: Full time permanent contract (would consider part-time 0.8 FTE for the right person)

Principle location of work:

Newquay Community Orchard, Yeoman Way, Newquay, TR7 2SL for at least 3 days a week, & from home

Immediate Line Manager – Managing Director

Benefits

Salary up to £27,500 plus 4% employees pension contribution

Hours: 36-hour week, family-friendly flexible working with home working

Holiday entitlement: 25 days plus bank holidays

About Generation Community Ventures

Generation Community Ventures (GCV) was set up to deliver low carbon projects at scale in the U.K.

GCV established and manages 3 community energy societies, with the largest and most successful being www.energisebarnsley.co.uk

GCV asset manages its' own projects and is the solar asset manager for the largest solar schools charity in the UK. GCV also initiates and project manages low carbon innovation projects, currently the project lead for BEIS DSR <https://www.project-breathe.org>

GCV is working to put people at the heart of the energy transition, placing ownership and control of energy in the hands of consumers via clean energy projects that actively involve and benefit local communities.

Summary of the job

Working in a small team flexibility and a can-do attitude is key for success.

The workload is varied – from downloading weekly solar asset management reports to project lead on innovation projects, dependant on your experience

- You will have a qualification, interest and/or experience in renewable energy/ low carbon engineering/ low carbon technologies or similar technological discipline
- You will have the ability to build financial models to assess the impact of low-carbon technologies including solar PV, heat pumps & building management systems, with strong excel skills
- You will have experience of procurement of contractors and project management in the renewable or energy efficiency or construction sector
- Excellent spoken and written communication skills. The ability to communicate clearly and effectively on multiple levels to a variety of audiences is essential, including local government, community energy members and project stakeholders.

Key Responsibilities/Objectives:

- Compile solar asset management duties & report writing
- Initiate and interpret low carbon financial models
- Fulfil administration project roles including maintaining and supporting operational systems
- Support the managing director with power point presentations
- Communicate with project partners and stakeholders
- Support grant funding bids
- Support Annual General Meeting administration
- Process and reconcile invoices
- Ensure compliance with statutory and regulatory reporting requirements and deadlines

The Successful Applicant

- A recent ambitious graduate would suit the role, or someone looking for a new role with relevant experience, with the chance to grow the business and be rewarded for it
- Excited by the opportunity to do more than “*just*” administration and recognises the need to understand the breadth of the activities undertaken within GCV, with the opportunity to be the lead as a project manager
- Hands-on and self sufficient
- High attention to detail with a process and control driven mindset
- High proficiency in Excel & ability to use dropbox for file records

Position open until 13/09/2021.

Please send your CV and 150 words explaining why the role would suit you to Andy@gen-community.co.uk