

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

JOB DESCRIPTION

JOB TITLE:	Programme Co-ordinator - South West Local Energy Hub
MANAGED BY:	Grade 7 (£26,999 - 29,636)
GRADE:	Fixed term until 31.03.2021 with the potential for extension if additional funding is secured

BACKGROUND

The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

The Service: The South West Energy Hub

The BEIS funded Energy Hub programme is a nationwide initiative to support the identification, development and implementation of energy projects across five regional hubs. The initiative has four core objectives aimed at stimulating local investment in energy projects.

1. Increase the number, quality and scale of local energy projects being delivered
2. Raise local awareness of the opportunity for and benefits of local energy investment
3. Enable local areas to attract private and/or public finance for energy projects
4. Identify a working model to be financially self-sustaining after the first two years

Projects can be supported across a range of scale, with Hub assistance available to accelerate routes to market for programmes stuck in early feasibility stages. The South West Energy Hub is currently supporting two key programmes - Local Capacity Support for strategic regional energy projects and the Rural Community Energy Fund, for smaller, community led energy projects.

The Energy Hub offers support to eligible project owners at any point through the development stages, from feasibility, business case, design and planning to financing. Where possible, the Hub will look to maximise benefits across the region by aggregating solutions to drive economies of scale.

Additionally, the Energy Hub can also serve as a new conduit between local energy actors and central Government, providing a combined voice for pan-regional energy issues, connecting local institutions and sharing best practice across the five Hub regions.

The South West Partnership:

The South West Partnership, made up of the seven Local Enterprise Partnerships (LEPs) and their accountable body authorities in the south west region, is an important supporting partner of the Hub. The Partnership members are:

Cornwall and the Isles of Scilly LEP and Cornwall Council
Heart of the South West and Somerset County Council
Dorset LEP
Solent LEP and Portsmouth Council
Swindon and Wiltshire LEP and Wiltshire Council
GFirst LEP and Gloucestershire County Council
West of England LEP and West of England Combined Authority

Each LEP area is represented on the programme steering group. The West of England Combined Authority is leading the Hub on behalf of the South West Partnership.

PURPOSE OF THE JOB

To co-ordinate the application and assessment process of Energy Hub's flagship programmes including the Rural Community Energy Fund, alongside the associated governance, communication and reporting requirements.

The role requires someone who is numerate and has knowledge of project monitoring and reporting processes.

KEY RESPONSIBILITIES

- Co-ordinate the RCEF application process including logging of enquiries, tracking of applications and issuing of grant offer letters
- Develop and maintain the Energy Hub project pipeline database, incorporating new projects and tracking and updating the status of shortlisted and live projects
- Provide analysis in Excel of the Energy Hub project pipeline and RCEF database to report programme progress
- Support the preparation of tender documents and the review of applications for projects accessing external consultancy support
- Maintain oversight of internal and external Energy Hub communications, working closely with the WECA comms team to integrate approaches where relevant
- Plan and co-ordinate events relating to Energy Hub activities and reporting on progress
- Manage the Energy Hub team mailbox
- Support project managers on the delivery of key project activities
- Ensure that the regular cycle of reporting is co-ordinated efficiently
- Provide programme administrative governance including arranging the preparation of papers and briefings to the Hub Board in advance of quarterly meetings
- Capture and share action notes from key meetings

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to either HNC or degree level in a relevant academic subject, or able to demonstrate equivalent experience.
- Knowledge of programme or project management disciplines and their practical application.

Experience

- The role would suit an experienced project or grant administrator.
- Experience of co-ordinating meetings and managing forward plans
- Experience of using a suite of IT packages to co-ordinate projects and programmes
- Experience of applying project / programme management discipline to the co-ordination of a work programme or service
- Experience of working with staff at all levels of an organisation to complete tasks
- Some experience of co-ordinating communication activity would be useful but not essential.

Skills and Competencies

- Some management competence and can operate with minimal direction
- Ability to prioritise work independently, and work across a wide range of diverse tasks on a daily basis
- Excellent organisational skills, with the ability to co-ordinate activity of a dispersed team
- Good communicator with good written English
- Comfortable working with many different people and organisations on a daily basis.

DESIRABLE

- Some experience of working in energy or sustainability sector

REWARDS AND BENEFITS

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.