



## Job Description

### Programme Manager – Energising East Durham

Responsible to:	Chief Executive
Accountable to:	EDT Chief Executive & Board of Trustees
Located:	Community House, Peterlee, SR8 5DP
Scale/Salary:	£ 31,500
Hours:	37 hours per week
Term:	Fixed 5 year term
Deadline:	<b><u>9am Monday 11<sup>th</sup> November 2024</u></b>

Programme Manager will lead the delivery of Energising East Durham programs that supports our connected community delivery of Community Energy and Climate Action projects and services. This role is to lead and manage the set up and delivery of projects and development linked to Community Energy and Climate Action and delivered by East Durham Trust and our partners.

### Role Outline

Funded by the National Lottery Community Fund until 2029 Energising East Durham is a community led response to the energy crisis and the climate emergency in the 24 towns and villages of the East Durham coast.

East Durham Trust is seeking a knowledgeable, experienced, motivated and dynamic Programme Manager to oversee the development, implementation, and management of energy-related projects and programs across East Durham. This role involves managing a team of 5, with a range of community partners, liaising with a spectrum of stakeholders, managing budgets, and ensuring that projects are completed on time, within scope and achieves the set aims and outcomes.

The Trust is an exciting place to work and offers a genuine opportunity to impact positively and bring about genuine change in the communities of East Durham. This post offers the chance to work alongside an experienced team to deliver a range of projects and services connected to that literally transforms lives.

Development opportunities may be possible as the organisation grows and evolves.

### **Geographic Location**

The base of operations for the Energising East Durham programme is Community House in Peterlee however the Programme Manager role will balance remote, community and office-based working as required by the programme. The post holder will need to move around East Durham to meet our communities where they are and may, at times, work within other settings and services. There are options for a proportion of time to be remote working however this must balance with the needs of the community and the outcomes of the Energising East Durham programme. This will be discussed at interview with successful candidates.



## **Duties and Key Responsibilities**

### **Programme Delivery:**

- Directly manage and lead the planning, execution, and delivery of the Energising East Durham programme.
- Manage cross-functional teams to ensure successful project outcomes.
- Develop and implement energy programmes that align with organisational goals and regulatory requirements.
- Directly manage and lead the planning, execution, and delivery of a range of climate and energy projects, ensuring they meet quality standards and deadlines.
- Directly manage the achievement of project timelines and milestones, working collaboratively with the programme team and adjusting as necessary.

### **Stakeholder Management:**

- Build, maintain and manage relationships with key stakeholders, including government agencies, private sector partners, VCSE organisations and community members.
- Act as a point of contact for project-related inquiries and communications.

### **Data Analysis and Reporting:**

- Design and deliver data analysis systems, including energy assessments and programme outcomes.
- Analyse energy data to identify opportunities for improvement.
- Prepare regular reports on community based and led climate and energy projects.
- Prepare regular reports on project progress and outcomes.

### **Budget and Resource Management:**

- Develop and manage programme budgets, ensuring efficient use of resources.
- Oversee procurement and contract management processes.

### **Administrative Support:**

- Manage project documentation, including reports, proposals, and presentations.
- Organise and facilitate team meetings, taking minutes and tracking action items.

### **Financial Process Support:**

- Effectively manage the full programme budget and associated oversight systems
- Support the Energising East Durham Finance processes related to projects and development including managing transactions, managing payments and facilitating the Energising East Durham digital accounts system.

### **Energy Audits and Conservation:**

- Lead and manage the team to conduct energy audits and prepare energy conservation reports.
- Develop and manage domestic and community energy conservation programmes, analysing energy usage data to identify opportunities for improvement.

### **Team Leadership:**

- Lead and mentor a team of project managers and support staff.
- Foster a collaborative and high-performance work environment.

**Reporting and Documentation:**

- Prepare regular reports on programme progress and outcomes.
- Ensure all project documentation is complete and up-to-date.

**Regulatory Compliance:**

- Ensure all projects comply with relevant regulations and standards.
- Stay updated on the latest industry trends and regulatory changes.

**Health and Safety Support:**

- Support the Energising East Durham projects Health and Safety processes including maintaining and updating risk assessment templates, carrying out and logging Health and Safety and Fire checks.

**Sustainability Initiatives:**

- Promote and implement sustainable energy practices within stakeholders, partners and the community.
- Advocate for renewable energy solutions and energy-efficient technologies in communities

**Other:**

The ideal candidate will have a solution focused mindset and be help to proactively problem solve collaboratively in a community and workplace where no two days are the same and challenges can occur at any time and are often not predictable.

The above is not exhaustive list and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post as directed. Duties may include contributing towards Energising East Durham and East Durham Trusts direct community support activities, charitable aims and strategic purpose.

**Personal Qualities**

We expect the post holder to be take energised and dynamic approach to completing this role. You will be flexible and able to respond to change. You will have good personal organisation and time management. You will need to be able to work on your own initiative and in support of our wider team. You will have a clear commitment to equal opportunities and diversity perspectives in all areas of work and experience of putting this into practice. You will hold and demonstrate an understanding of the power of respect, compassion and kindness.

**Benefits**

28 days holiday plus Bank Holidays rising to 33 days for long service, Contributory Pension, TOIL system, Health Assured Employee Assistance Programme, Access to training, Childcare Voucher Scheme, Carer Friendly Employer, Complimentary tea and coffee throughout the day, Free staff parking

## **Person Specification**

### **Education and training**

#### Essential

- Bachelor's degree in engineering, Environmental Science, Business Administration, or a related field

### **Experience**

#### Essential

- A minimum of 2 years proven experience in senior project management role
- Demonstrable experience of leading community based and led projects and programmes.
- Experience of preparing and presenting detailed reports on progress and outcomes.
- Of leading collaborative projects that work with a range of people including team members, the general public, local organisations, key partners and stakeholders.

#### Desirable

- Experience with renewable energy projects.
- Knowledge of regulatory and compliance requirements in the energy sector.
- Ability to analyse and interpret complex data.

### **Knowledge & Understanding**

#### Essential

- Knowledge and understanding of the communities East Durham or area of a similar nature
- Commitment to ensure equal opportunities and inclusion
- Understanding of Voluntary, Community and Social Enterprise (VCSE) sector
- Up to date knowledge of financial systems and/ or budgeting processes

### **Skills & Attributes**

#### Essential

- Excellent organisational skills to ensure an effective start and finish of tasks.
- Proven ability to work independently and on own initiative to complete set tasks and designated duties.
- Excellent IT skills including use of all Office 365 based programs, CRM Software and other web-based systems
- Ability to engage and motivate individuals and communities
- Ability to communicate with stakeholders, communicating priorities and constraints, and communicating effectively using all methods
- Ability to effectively operate data and information systems, understand budgets and financial processes, analyse information and data at an operational and strategic level.