



## Job Description

### Programme Coordinator – Energising East Durham

Responsible to:	Programme Manager – Energising East Durham
Accountable to:	Chief Executive & Board of Trustees
Located:	Community House, Peterlee, SR8 5DP
Scale/Salary:	£ 27,500.00
Hours:	37 hours per week
Term:	Fixed 5 year term
Deadline:	<b><u>9am Monday 11<sup>th</sup> November 2024</u></b>

Programme Coordinator will coordinate the delivery of the Energising East Durham programme that supports our community connected delivery of Community Energy and Climate Action projects and services. This role is to coordinate the 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 motivated and dynamic Programme Coordinator to support the planning, execution, and delivery of energy-related projects and programmes across East Durham. This role involves working as part of a team of 5, collaborating with the community and various stakeholders on programme delivery, managing budgets and administrative tasks, and ensuring that projects are completed on time and within scope to achieve 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 Coordinator 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**

### **Project Coordination:**

- Directly support the planning, execution, and delivery of the Energising East Durham programme.
- Coordinate cross-functional teams to ensure successful project outcomes.
- Monitor project timelines and milestones, working collaboratively with the programme team and adjusting as necessary.
- Assist the Programme Manager to achieve the aims and objectives of the programme

### **Stakeholder Engagement:**

- Build and maintain 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:**

- Support the devising and delivery of data analysis systems, including energy assessments and programme outcomes
- Analyse energy data to identify opportunities for improvement.
- Prepare regular reports on project progress and outcomes.

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

- Assist in developing and managing project budgets.
- Support 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:**

- Facilitate the Energising East Durham Finance processes related to projects and development including logging transactions, preparing payments and updating the digital accounts system.

### **Health and Safety Support:**

- Facilitate 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.

### **Regulatory Compliance:**

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

### **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

- Educated to Level 3 in related field and/or with equivalent experience

#### Desirable

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

### **Experience**

#### Essential

- A minimum of 2 years proven experience in similar community based role
- Proven experience in project coordination, preferably within the energy sector.
- Strong organisational and multitasking skills
- Excellent communication and stakeholder management abilities.
- Proficiency in project management software and tools.
- Experience with the delivery of community energy and climate engagement projects.

#### Desirable

- Ability to analyse and interpret complex data.
- Experience of community organising

### **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

#### Desirable

- Knowledge of regulatory and compliance requirements in the community energy sector.
- Understanding of working in and with communities who face social and economic barriers.

### **Skills & Attributes**

#### Essential

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