

COMMUNITY ENERGY LONDON PROJECT OFFICER ROLES

About us

Community Energy London (CEL) is the voice for the community energy sector in London. CEL was established in 2017 to support:

- Existing community energy groups in London accelerate development of their projects, share best practice, resources and learning
- Inspire and support the formation of new groups; and
- Lobby local and national government on the benefits of community energy.

Community Energy covers a broad range of activities, from developing solar generation projects, to delivering energy efficiency advice and solutions and action to support fuel poverty alleviation.

We're on a mission to support London's transition to a cleaner, more affordable and fairer energy system and we believe that starts within local communities. We want to scale community energy across London and empower local residents, community groups and businesses to take action on climate change.

The role

CEL is looking to appoint two Full Time Equivalent (FTE) Project Officers on a contractor basis for the period of February 2021 to April 2021 to develop tools to help new and existing community energy groups succeed by supporting them with back office and corporate services guidance and procedures and coordination of best practice and knowledge shared across groups.

These positions are open on a full or part-time basis and CEL is open to considering job-share applications to suitable candidates. Please set out in your application what availability you have on a weekly basis.

These roles have been supported by funding secured through the Greater London Authority as part of the Mayor's Green New Deal for London. This funding is available up to the period of April 2021 only.

Reporting directly to the Chair of Community Energy London, Syed Ahmed, and designated Directors, Project Officers will be responsible for tasks leading to delivery of the following outputs:

1. Developing a central database of business models to advise new groups
2. Supporting new Community Energy groups with start-up issues
3. Strengthening CEL to be better able to support the sector through the development of effective processes and systems to facilitate good governance and resource

- management eg i) recruitment processes ii) applications for funding iii) supporting groups by passing on grants to members iv) monitoring and evaluation reports
4. Develop robust monitoring and valuation metrics for London community energy projects
 5. Building upon existing CEL resources such as London Community Energy online map
 6. Informing more Londoners on opportunities to invest in London community energy projects

What we're looking for

At CEL we are looking for independent flexible workers who can work unsupervised and who are also team players.

The successful applicants will have experience across diverse business operations (in areas such as, policy, research, networking, corporate services, legal, GDPR, and IT) and will have contributed to the set up of and continued oversight of ongoing operations and procedures.

The preferred candidates will also have the following abilities and aptitudes:

- Proven community engagement skills
- Excellent written and spoken communication, including social media
- Excellent interpersonal skills and ability to engage with a diverse cross section of people
- Interest in environmental/climate policy
- A personal commitment to environmental sustainability
- Ideally you will have worked with start ups
- Experience of working on a community energy project.

What's on offer

- Become part of a growing community
- Independent flexible working, part time or full time - to be mutually agreed
- Day rate of £150 either self employed or through a LTD company
- Home based remote working.

Application Process

Interested candidates should send a CV with a covering letter outlining interest, proven experience and suitability for the role addressed to CEL Directors at directors@communityenergy.london with their own name and the job title in the subject line.

Please also include your preferred working hours / commitment for the time period (part time or full time).

Closing date for applications is 6pm Friday 15th January 2021.

Interviews are expected to be held Thursday 21st and Friday 22nd January.
Please have your applications in early as screening calls will be ongoing.

All applications will be acknowledged, but only shortlisted candidates will be interviewed.

Community Energy London is committed to equality and fairness for all in our employment. We oppose all forms of unlawful and unfair discrimination and will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexuality, religion or age.

Additional details

- This is a home-based working role.
- The role reports directly to the Chair of Community Energy London, Syed Ahmed with additional management from CEL Directors.
- Contract period: 3 months. CEL will be exploring future funding opportunities for additional roles and the contractor will be entitled to apply for any further posts in the usual way.
- Normal office hours are 7.5 hours a day excluding lunch.
- The successful candidates may need to be flexible and willing to work around the needs of the projects which could include some evenings and occasional weekends.
- All successful candidates will be required to keep a record of hours worked.
- Expenses will need to be agreed with the Line Manager in advance and will be reimbursed at cost against receipts.