

**PROJECT DEVELOPMENT MANAGER
(Full-time / Fixed term)
Maternity cover post**

JOB DETAILS

BACKGROUND INFORMATION ABOUT NEA

(i) NEA – the national energy action charity

National Energy Action (NEA) is a large national charity whose work to improve and promote energy efficiency brings social, environmental, housing and employment benefits. Working in partnership with central and local government, fuel utilities, housing providers, with consumer groups and voluntary organisations, NEA aims to eradicate fuel poverty and secure greater investment in energy efficiency to help those who are poor and vulnerable. It currently employs around 80 people, with the majority based at the national Headquarters in Newcastle upon Tyne and others based at regional and project offices across the UK. NEA has a subsidiary company Warm Zones CIC, which employs around 40 people and delivers a range of energy efficiency and related services to meet the charity's aims.

NEA achieves its objectives through:

- * Research and analysis into the causes and extent of fuel poverty and the development of policies which address the problem;
- * providing advice and guidance on good practice in delivering energy efficiency services to low-income customers;
- * developing national qualifications and managing their implementation to improve standards of training, practical work and the quality of energy advice;
- * campaigning to ensure social and environmental objectives are brought together under national energy efficiency programmes;
- * developing and managing demonstration projects in communities which show innovative ways of tackling fuel poverty and bring the wider benefits of energy efficiency to local communities.

NEA has a clear national identity and profile and has been in existence for 35 years. Please visit our website at www.nea.org.uk to find out more about our work.

(ii) The Operations Directorate – Skills, Standards and Delivery Mechanisms (UK)

NEA has seven Directorates which deliver complementary functions across England, Wales and Northern Ireland. These are:

- Policy and Research (UK)
- Communications and External Affairs (UK)
- Support Services
- Northern Ireland
- Wales
- Operations – Skills, Standards and Delivery Mechanisms (UK)

- Operations – Community Engagement and Demonstration (UK)

The Operations Directorate – Skills, Standards and Delivery Mechanisms (UK) lead on the development and delivery of projects engaging with a wide range of community partners, enhancing capacity, and delivering innovative projects to demonstrate effective solutions to fuel poverty. It also leads on the development of new operational partnerships to help deliver these.

(iii) The post of Project Development Manager

This post is a fixed term maternity cover post expected to be for up to 9-12 months. Secondment applications will be considered – *please highlight in your application if you are applying as a secondment*. The post holder will report into the Director of Operations – Skills, Standards and Delivery Mechanisms. The post may be based in any of NEA’s office locations across England, Wales and Northern Ireland. The post will be responsible for managing staff delivering projects across the UK. *(NB: Currently all NEA staff are working remotely while there are lockdowns in place across the country)*

NEA operates a matrix management structure and while the Project Development Manager will have direct line management responsibility for nominated Project Development Co-ordinators, they will also have responsibility for the management of other staff working on those work programmes for which the Project Development Manager is given responsibility. The Project Development Manager will take responsibility for the promotion of NEA’s projects, and for liaising with and developing relationships with project delivery partners. They will also work with the Director of Operations to achieve agreed outputs and outcomes and to write reports evidencing these and disseminate the results to a wide audience. The role will also involve a focus on the smart meter rollout and NEA’s work across GB engaging with partner agencies to ensure nobody is left behind in the rollout.

The post provides an exciting and rewarding opportunity to help the charity build its profile amongst stakeholders across England and Wales, and to develop and work on a new and innovative projects that will bring social benefits and improvements in well - being for low income and vulnerable householders whilst also achieving environmental improvements.

TERMS AND CONDITIONS OF EMPLOYMENT

Salary:	The salary range is £36,460-39,668 local authority scale points 32-35.
Hours of work:	37 hours per week, Monday to Friday on a flexi-time basis. Applicants must be willing to work away from home as required. In the event of work undertaken on evenings or weekends, and which may involve travel away from the office, time off in lieu of payment is given.
Holidays:	25 days, plus 3 additional days in the Christmas/New year period, plus all public holidays.
Pensions and other benefits:	NEA offers a money-purchase, non-contributory pension scheme, and 11½ % of basic salary will be paid by NEA into the pension. NEA also offers a death-

in-service benefit scheme up to your state retirement age.

Office:

The post will be regionally based but flexibility will be required and staff are expected to be willing to travel extensively as part of this role.

Application Procedure

Applications should be submitted on an NEA application form and accompanied by a letter outlining why the applicant is interested in the post, their qualifications and experience which they feel are appropriate and any other relevant information. Applications by CV will **not** be accepted. Applications by e-mail can be sent to karen.crawford@nea.org.uk

The closing date for applications is **Monday 23rd November at 5pm.**

Interviews

It is likely interviews will be held remotely via Zoom. Dates currently held for interviews are **Monday 30th November 2020 and Tuesday 1st December.**

If you would like an informal discussion about the post, please call Danni Barnes 07711 593065 or Peter Sumbly 07850 753 698

NEA aims to be an equal opportunities employer. We welcome applications from all people who have the necessary skills and experience for the post.

JOB DESCRIPTION

Post: Project Development Manager – maternity cover post

Responsible to: Director of Operations – Community Engagement and Demonstration (UK)

Responsibilities:

- 1 Assist the Director of Operations to co-ordinate the development, management and delivery of NEA projects.
- 2 Lead and direct projects and programmes under the Project Development Manager’s direct control.
- 3 Liaise with the Director of Operations and Programme Director/Deputy Chief Executive regarding the allocation of resources for projects and reporting on these.
- 4 Supervise and support staff delivering project and other energy efficiency services, including the establishment and monitoring of work programmes for individual members of staff, monitoring and assessing performance, assisting with the implementation of administrative and employment procedures relating to recruitment and selection, induction and disciplinary and grievance matters.
- 5 Lead on identification of skills and resources needed to deliver projects, including oversee partner engagement and liaison for the delivery of special projects.
- 6 Identify key policy recommendations arising from project activity and contribute to the determination of processes for translating policy into practical action.
- 7 Report on the progress of special projects, and other initiatives for which the post holder is responsible, including the production of written reports to funders, NEA management and other relevant agencies.
- 8 Any other duties as may be agreed from time to time.

Grade: Local Authority Scale PO Points 35-38

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PROJECT DEVELOPMENT MANAGER

PERSON SPECIFICATION

Essential:

1. Leadership ability and people management skills and experience, including staff development and supervision.
2. Commitment to the aims and objectives of NEA and the eradication of fuel poverty.
3. Knowledge and understanding of policy and practice within health and social care (including commissioning), local government (including Public Health), community development and regeneration, and housing, together with an appreciation of current priorities.
4. Awareness of health, social, economic and environmental problems affecting low income and other vulnerable households and the roles of the public, private and voluntary sectors in tackling them.
5. Experience of developing and managing projects, delivering projects on time and within budget, and reporting to funders.
6. Excellent written and communication skills together with a good level of numeracy.
7. Education to degree or equivalent level, or relevant vocational or technical experience, plus at least 5 years work experience.
8. Ability to research and analyse relevant issues and produce policy recommendations in written reports.
9. Ability to chair meetings and experience of preparation and delivery of presentations to varied audiences.
10. To be well organised and self - motivated, but also able to contribute effectively working as a team member.
11. Commitment to equal opportunities in both employment and service delivery.

Desirable:

1. Knowledge of the energy and voluntary sectors
2. Knowledge of the efficient use of energy in buildings, particularly within the domestic sector and knowledge of the smart meter rollout.

3. Knowledge of grant assistance available for energy efficiency improvements to low-income households.
4. Experience of financial management.
5. Knowledge of the fuel utilities in the UK.
6. Competency in Microsoft Office applications, databases, and presentation software.