



Action for Warm Homes

Project Development Manager

Location: Flexible UK/Hybrid

Job Ref No: R47

Full Time (37 hours per week)

Fixed Term Contract – 2 years

Job Details

Background information on NEA

National Energy Action (NEA) is the leading national fuel poverty charity.

NEA is the national charity that works to eradicate fuel poverty and campaigns for greater investment in energy efficiency to help those on low incomes or who are vulnerable to stay affordably warm and well. NEA works in partnership with central and local government, energy and water utilities, housing providers, consumer groups and voluntary organisations, to promote energy efficiency with the aim of bringing social, environmental, housing and employment benefits to communities. NEA currently employs over 100 staff at our national headquarters in Newcastle upon Tyne and in regional offices across England, Wales and Northern Ireland.

NEA achieves its objectives through:

- Developing and managing practical projects which demonstrate innovative ways of tackling fuel poverty and bringing the wider benefits of energy efficiency to communities.
- Undertaking research and analysis into the causes and extent of fuel poverty and the policies which address the problem.
- Providing advice and guidance on good practice in delivering energy efficiency services to households.
- Developing national qualifications and managing their implementation to improve the standards of practical work and the quality of energy advice.
- Campaigning to ensure social and environmental objectives are brought together under national energy efficiency programmes.

Please visit our website at www.nea.org.uk to find out more about our work.

NEA's structure

NEA is governed by a Board of Trustees and headed up by its Chief Executive Officer. The Charity comprises five distinct Directorates:

- Policy and Advocacy
- Support Services
- Communities
- Development & Partnerships
- Homes.

NEA – delivering projects and services

NEA seeks to advise and support householders directly via a range of projects delivered by the Directorates of Communities, Development and Partnerships and Homes. These teams deliver a varied programme of work throughout England and Wales and each directorate's broad responsibilities are set out below. Individual projects may have different objectives, but all aim to offer advice and support services directly to householders or to frontline staff working with vulnerable and fuel poor householders. We deliver accredited training courses, income maximisation, energy efficiency advice and technical services. Responsibilities of the three directorates are divided as follows:

NEA		
Practical project Design and Delivery		
Communities	Development and Partnerships	Homes
<ul style="list-style-type: none">• Community Engagement• Consumer household energy advice• Operational Partnerships• Incomes Maximisation and Benefits Advice	<ul style="list-style-type: none">• Training, Skills and Education• Innovation• Quality Assurance and standardisation• Strategic Stakeholder engagement• Engagement with Smart Meter Roll Out	<ul style="list-style-type: none">• Energy efficiency and retrofit• Technical and innovative project development delivery and evaluation.

NEA obtains sponsorship and funding from a range of sources to enable the charity to meet its objectives to work with public, private and community sector partners to develop innovative projects which seek to establish good practice in bringing affordable warmth solutions to low income and vulnerable households. Lessons learned from project delivery are evaluated to inform NEA's policy recommendations to central and local government, consumer bodies or other partners. The Directorates consist of staff with a range of skills, including specialisms in community engagement and partnership development, technical understanding of energy efficiency measures, training delivery and skills development (including examination and assessment), fuel debt advice and the health impacts of fuel poverty.

About the post

NEA's Project Development Managers and Co-ordinators work in small, friendly, committed and hardworking teams. The role provides an exciting and rewarding opportunity to assist the Directors of Delivery and Partnerships, Communities and Homes to co-ordinate the development, management and delivery of NEA projects. You will lead and direct projects and programmes under your direct control.

You will also supervise and deliver the NEA work programme, for which you would have responsibility, to help deliver projects that can change lives, particularly during the energy crisis. NEA's project work aims to bring improvements to the health and wellbeing of low income and vulnerable householders.

You will be responsible for leading and delivery of a range of projects, which will demonstrate good practice in delivery of affordable warmth for low income and vulnerable householders. This will require an understanding of the development of partnership working with local authorities, housing providers, energy sector partners and community sector or health sector agencies.

You will be responsible for overseeing the delivery of project outputs and outcomes, supporting staff delivering project and other energy efficiency services.

You will also identify key policy recommendations arising from project activity and contribute to the determination of processes for translating policy into practical action.

You will have leadership ability and people management skills and experience, including staff development and supervision. Also, demonstrable experience of developing and managing projects, delivering projects on time and within budget, and reporting to funders.

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.

This post provides an exciting and rewarding opportunity to help the charity deliver its work programme and build its profile amongst regional stakeholders whilst developing and working on projects that bring social benefits and improvements to the well-being of low income and vulnerable householders whilst also meeting environmental goals.

Term and Conditions of Employment

Salary: The salary range is **£39,023 - £42,287 pa** (Scale 32 – 35) (FTE) plus (£3,300) London Weighting if applicable. Staff usually commence on the starting point of the scale.

Hours of work: 37 hours per week, Monday to Friday on a flexi-time basis. 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.

- Contract:** Fixed Term Contract for 2 years.
- Holidays:** 25 days, plus 3 additional days in the Christmas/New year period, plus all public holidays per annum.
- Pensions and other Benefits:** NEA offers a money-purchase, non-contributory pension scheme. 11½% of basic salary will be paid by NEA into the pension. NEA also offers death-in-service cover to state retirement age and enhanced sick pay.
- NEA also offers:** Flexible Working, Enhanced Family Friendly payments (e.g., Maternity, Paternity and Adoption Entitlements), Eye Test Payments, Bicycle Loans and an Employee Assistance Programme.
- Office:** NEA has several office locations throughout England, Wales and Northern Ireland. As this post is to work with our projects in England and Wales, we particularly welcome applications from those areas. Home working or office-based locations are available but post-holders must be resident within the UK and be able to prove their right to work in the UK. Post holders must also be willing to travel throughout the UK, including overnight stays as appropriate. **Hybrid working is subject to a risk assessment to ensure the working environment is appropriate under health and safety and GDPR requirements.**

Interviews

Interviews will be held w/b 27 November 2023. Full details will be provided to candidates invited to interview.

We regret that only short-listed candidates will be contacted. If you have not heard from us within 4 weeks of the below closing date, please assume that your application has been unsuccessful.

Application Procedures

Applications should be submitted on an NEA [application form](#). Please quote reference number R47. Use this form to detail why you are interested in the post, your qualifications, experience, and any other relevant information. You might find this [guidance](#) useful. Unfortunately, we are unable to accept CVs.

For an informal chat about this vacancy please contact NEA's Director of Development and Partnerships, Danni Barnes on 07841 489646.

The closing date for applications is 12:00 noon on 20 November 2023.

How to apply - Apply Online by clicking [here](#). If you would like the application form in another format, please email jobs@nea.org.uk

NEA aims to be an equal opportunities employer. We welcome applications from any applicant who has the necessary skills and experience for the post. Charity Registration No. 290511. Company Registration No: 01853927

JOB DESCRIPTION

Post: Project Development Manager

Responsible to: Head of Development or Head of Programmes

Responsibilities:

1. Assist the Head of Development and Head of Programmes 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 Head of Development, Head of Programmes and the 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.

PERSON SPECIFICATION

Candidates should be able to demonstrate that they meet the following requirements for the post:

Essential Requirements:

1. Leadership ability and people management skills and experience, including staff development and supervision.
2. 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.
3. 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.
4. Experience of developing and managing projects, delivering projects on time and within budget, and reporting to funders.
5. Excellent written and communication skills together with a good level of numeracy.
6. Education to degree or equivalent level, or relevant vocational or technical experience, or at least 5 years relevant and demonstrable work experience.
7. Ability to research and analyse relevant issues and produce policy recommendations in written reports.
8. Ability to chair meetings and experience of preparation and delivery of presentations to varied audiences.
9. Commitment to the aims and objectives of NEA and the eradication of fuel poverty.
10. To be well organised and self-motivated, but also able to contribute effectively working as a team member and motivate, enthuse and encourage others.
11. Commitment to equal opportunities in both employment and service delivery.

Desirable Requirements:

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.