



Project Development Co-ordinator – R108

London / Hybrid | Levels 6-7, Points 23-28 £35,017–£39,829 |
Permanent | 37 hrs

Benefits that support you:

- ✓ 11.5% employer pension
- ✓ 25 days leave + 3 Christmas closure days
- ✓ Flexible working
- ✓ Enhanced family-friendly policies
- ✓ Employee Assistance Programme

About National Energy Action (NEA)

National Energy Action (NEA) is the national fuel poverty charity. For over 40 years, we've worked across England, Wales and Northern Ireland **to ensure that everyone can afford to live in a warm, safe and healthy home.**

Millions of households still face high energy bills, low incomes and poor energy efficiency. We work with frontline practitioners, companies, regulators and governments to support vulnerable clients, raise awareness and drive lasting change. Our work tackles these challenges head on — delivering practical support, influencing policy and improving lives.

Our values guide how we work every day: **we make things happen, we put people first and we lead the way.** These values come to life through our behaviours — pulling together, owning the outcome and supporting one another.

Our teams are friendly, knowledgeable and passionate about what we do. We offer a supportive, rewarding workplace where you can build a meaningful career while making a real difference to people's lives.

You can find out more about our work at www.nea.org.uk.

About the Team

This role sits within NEA's **Development and Partnerships Directorate**, which leads on stakeholder engagement, community outreach, training, skills, innovation, quality assurance and project development. The team works closely and collaboratively with colleagues across the Communities Directorate to

deliver a wide range of projects supporting low-income and vulnerable households including advice, presentations and community outreach sessions.

About the post

We are looking for a motivated and committed **Project Development Co-ordinator** to join our London team. You will play a key role in delivering NEA's work programme across the region, leading community engagement, partnership development and direct support to householders.

This is a varied and rewarding role where you will:

- Deliver one-to-one energy and fuel debt advice to low-income and vulnerable households
- Lead group awareness sessions, community engagement activities and upskilling events
- Build and maintain strong partnerships with local authorities, housing providers, energy sector organisations, health agencies and community groups
- Oversee project outputs, outcomes and reporting requirements
- Prepare evidence, case studies and reports for funders
- Support the development of new programmes, including funding applications and proposals
- Represent NEA at meetings, forums and events
- Contribute to wider NEA projects and organisational priorities

Your work will directly improve the health, wellbeing and financial resilience of households facing fuel poverty.

Term and Conditions of Employment

Salary:	The salary range is £35,017 to £39,828 (Levels 6-7, Points 23 – 28). New appointments will usually begin at the starting point of the scale.
Hours of work:	37 hours per week, Monday to Friday, with flexi-time
Travel:	Some evening / weekend work and travel may be required (TOIL payment provided)
Contract:	This post is a permanent position.
Holidays:	25 days, plus 3 additional days over Christmas/New year period, plus all public holidays per annum.
Pensions	11.5% employer contribution (non-contributory)
Other Benefits	Flexible working, enhanced family friendly benefits, eye test payments, bicycle loans, Employee Assistance Programme, employee benefits platform.

Office:	Hybrid or office based as agreed. Minimum one day per week in the London office; Hybrid/home working is subject to health and safety and GDPR checks.
Right to Work:	Applicants must already have the right to work in the UK
DBS:	DBS check required

How to Apply

Applications must be submitted using the NEA application form. Please quote **reference R108**. 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.

- **Apply online by clicking [here](#)**
- **Alternative formats:** Email jobs@nea.org.uk
- **Closing date:** 12 noon, Wednesday 22 July 2026
- **Interviews:** Week commencing 27 July 2026 (via Teams)

NEA is an equal opportunities employer. We welcome applications from all individuals with the required skills and experience. Please note CVs will not be accepted as part of the application process. No agency or advertising enquiries please.

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.

JOB DESCRIPTION

Post: **Project Development Co-ordinator**

Responsible to: **Project Development Manager**

Project responsibilities will be allocated commensurate with the grade of the post holder.

Responsibilities:

- 1 To supervise and deliver the NEA work programmes for which the post holder has responsibility, commensurate with grade, to achieve outputs and outcomes agreed with project funders.
- 2 Liaise with the Project Development Manager regarding the allocation of resources for projects.
- 3 To work with the Project Development Manager to identify and develop new programmes of work including preparation of funding applications, presentation of funding proposals to relevant funding bodies and to ensure effective liaison of NEA's work programme with other activities within NEA.
- 4 To liaise with appropriate voluntary, statutory, local authority, private sector, government agencies, fuel utilities and other relevant organisations to secure the effective delivery of projects.
4. To deliver energy advice and support over the phone and in person at community outreach events to fuel poor householders and contribute to the delivery of our wider work programmes.
- 5 To maintain appropriate records, statistics and performance data in order to ensure the progress of work towards project targets is monitored and that project outcomes may be fully evaluated.
- 6 To produce regular written reports on project progress and achievements for project funders and for NEA management, including final reports detailing project achievements and outcomes.
- 7 To promote the work of NEA as widely as possible, in accordance with procedures agreed with partners, funders and in conjunction with NEA's strategic and business plans.
- 8 To contribute to the development of further programmes of work, commensurate with grade, in liaison with appropriate organisations, and to assist in securing funds for their implementation.
- 9 To represent NEA at appropriate forums and events.
10. Any other duties as may be agreed from time to time.

Person Specification

Post: Project Development Co-ordinator

Essential

- 1 Experience of working on projects in the fields of energy efficiency, community development and regeneration, housing, social policy or consumer issues.
- 2 Awareness of the environmental, social and economic problems of deprived areas and the roles of the public, private and voluntary sectors in tackling them.
- 3 Knowledge of energy efficiency measures and advice available to householders
4. Self-motivation and the ability to work with limited supervision.
- 5 The ability to work with a wide range of people and experience of working with low income and/or other disadvantaged groups.
- 6 Tact and diplomacy when liaising with a wide range of organisations, and ability to gain understanding of local needs and networks.
7. Excellent written and oral communication skills together with a reasonable level of numeracy and keyboard skills in word processing.
8. Experience of the provision of advice to low-income households in energy efficiency or related fields.
- 9 The ability to network and develop strategic partnerships.

Desirable Requirements:

1. Education to a degree level, equivalent qualifications, or relevant experience.
2. Knowledge and understanding of client confidentiality, information security and data protection.
3. Knowledge of energy efficiency advice and retrofit support, particularly within the domestic sector.
4. Knowledge of grant assistance available for energy efficiency improvements to low-income households.
5. Experience of the preparation and delivery of presentations.
6. Computing skills including word processing, spreadsheets and databases.