

Job Description

Role Title	Development Officer – Grant Schemes		
Directorate	Energy		
Team	Renewables		
Line Manager	Senior Project Manager		
New/ Existing Role	Existing		
Perm/ Fixed Term	Fixed-term – 12 months	Grade 4	
Job Purpose	This role is to support the delivery of grant schemes, administered by Energy Saving Trust, for projects to support energy consumers in vulnerable situations and carbon emissions reduction.		
Resource Management Responsibilities	Budget/ Equipment Accountabilities N/A	People (EST) Accountability N/A	Contractor Accountability N/A
Critical Accountabilities (between 4-8)	<p>This role will:</p> <ul style="list-style-type: none"> ▪ Work with the Senior Project Manager to manage funding rounds for Energy Saving Trust-managed grant schemes. ▪ Respond to queries regarding Energy Saving Trust grant schemes, working with the voluntary sector, local authorities and private companies to identify their needs, help them understand the scheme and assist them in applying for funding. ▪ Participate in promotion of Energy Saving Trust grant schemes including delivery of presentations at external events. ▪ Assess and shortlist applications to grant schemes, scoring against agreed criteria and providing feedback and advice to unsuccessful applicants. ▪ Support grant assessment panels enabling them to decide which projects should be awarded funding. ▪ Act as key contact for grantees, providing challenge and assistance where appropriate, reviewing progress reports and grant claims to ensure the successful delivery to agreed timescales, budget and quality. ▪ Support delivery of other Energy Saving Trust programmes when required. 		

Knowledge, skills and qualifications required	<p>Qualifications/experience:</p> <ul style="list-style-type: none">▪ Relevant degree qualification and/or equivalent work experience in a related field such as energy projects or supporting vulnerable people. <p>Must have:</p> <ul style="list-style-type: none">▪ Good understanding of energy issues and the challenges faced by vulnerable energy consumers.▪ Good understanding of the charitable and community sector and the unique challenges they face.▪ Experience in building and managing trusted relationships.▪ Excellent interpersonal skills and the ability to deal with situations with sensitivity and diplomacy.▪ A can-do and collaborative mindset.▪ Strong attention to detail.▪ Well organised with a proven track record working simultaneously on a variety of tasks. <p>Other requirements:</p> <ul style="list-style-type: none">▪ While it is home-based, the post will involve travel across the UK. It is anticipated that the travel requirement may be 20-30% of the time. <p>Desirable:</p> <ul style="list-style-type: none">▪ Delivery experience in community/charity sector.▪ Experience of working on donor funded projects.▪ High level of energy, initiative and flexibility in quickly adjusting to changing work program requirements.
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