

Job Description

Role Title	Project Coordinator – R&D		
Team	International		
Line Manager	Senior Project Manager, R&D		
Perm/ Fixed Term	Permanent	Grade 4	
Job Purpose	<p>The purpose of this role is to support the multimillion-pound Low Energy and Inclusive Appliances (LEIA) programme, designed to support the market development of super-efficient off-grid appliances in low-income countries and, therefore, increase global energy access.</p> <p>This role will primarily work within the LEIA Research and Development (R&D) workstream which supports and funds organisations to develop and test new technological and business model innovations in the off-grid appliances sector. The fund has provided more than £5million of support to R&D projects in sub-Saharan Africa and South Asia to date.</p> <p>The job holder will support the current workstream team with a variety of tasks, largely relating to grantee and financial management. Activities will include reviewing submitted milestones and co-ordinating project closures along with maintaining grant reporting to ensure projects are delivered to budget, on time, and are yielding high quality outcomes and impacts in line with the workstream’s Theory of Change.</p> <p>Wider project coordination support will also be a key part of this role and may include tasks such as facilitating team meetings, taking minutes and supporting with wider financial reporting and forecasting.</p>		
Resource Management Responsibilities	Budget/ Equipment Accountabilities Yes	People (EST) Accountability None	Contractor Accountability Yes
Critical Accountabilities (between 4-8)	Support the Senior Project Manager, R&D and Project Manager R&D, to successfully deliver the Efficiency for Access Research and Development Fund and support with wider project coordination of the International programme.		

	<p>Grantee management</p> <ul style="list-style-type: none">▪ Coordinate and support on project reporting, including reviewing and providing summaries of milestones, quarterly reporting to funders and supporting the annual review and workplan;▪ Coordinate on relevant internal reporting around key performance indicators for projects (risks, milestones, contractors, and budgets) to help Senior Project Manager, R&D understand and mitigate key risks within the Fund portfolio;▪ Work closely with the LEIA R&D and Communications teams to prepare all communications associated with the Efficiency for Access Research and Development Fund communications outputs, including project completion reports as projects finish, blogs, and other outputs;▪ Process payments to grantees by following procedures correctly, and pro-actively liaising with Energy Saving Trust's Finance team to ensure grantees are paid in a timely manner;▪ Coordinate with the LEIA M&E team to capture results, lessons learnt, successes and failures. <p>Financial management</p> <ul style="list-style-type: none">▪ Work with the Senior Project Manager, R&D and the Project Manager, R&D to ensure all financial reporting and forecasting is up to date;▪ Prepare internal monthly and ad hoc financial reporting;▪ Work with the wider LEIA team to ensure financial forecasting is communicated clearly and accurately;▪ Work with the wider LEIA team to support with financial processes such as raising purchase orders, processing invoices and reporting on spend. <p>Supporting additional programme activities</p> <ul style="list-style-type: none">▪ Support with additional activities that complement the work of the fund, such as liaising with programme partners or companies to execute newly funded work;▪ Coordinate wider team activities, such as team meetings, within the International programme.
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<p>Knowledge, skills and qualifications required</p>	<p>Must have:</p> <ul style="list-style-type: none"> ▪ Experience of delivering results to deadlines and working under pressure or in a fast-paced environment. ▪ A proven track record managing different priorities and working effectively on a variety of tasks. ▪ A keen eye for detail and confident working with large budgets ▪ Excellent inter-personal, presentation and communications skills, with the ability and commitment to work across a geographically dispersed and culturally varied network. ▪ Good team working skills. ▪ Strong skills in MS Office suite, particularly MS Excel. ▪ Willingness to learn quickly and be pro-active.
	<p>Desirable:</p> <ul style="list-style-type: none"> ▪ Relevant degree qualification applicable to the duties and responsibilities of the position ▪ Experience in the energy efficiency and / or energy access sector ▪ Experience in international development, ▪ Understanding of the off-grid solar space (business models/technologies) ▪ An understanding of the unique challenges faced by organisations operating in low-income countries