

## Job Description

<b>Role Title</b>	Programme Assistant, Energy Redress		
<b>Directorate</b>	Energy		
<b>Team</b>	Renewables		
<b>Line Manager</b>	Senior Project Manager, Energy Redress		
<b>Perm/ Fixed Term</b>	Full time, permanent	Grade 5	
<b>Job Purpose</b>	The job purpose is to provide administrative support to assist with the delivery of grant funds. This will involve supporting colleagues on a range of administration tasks to help the processes of allocating and paying grants as well as monitoring the progress and impact of the projects we support.		
<b>Resource Management Responsibilities</b>	<b>Budget/ Equipment Accountabilities</b> No direct budget accountabilities.	<b>People (EST) Accountability</b> No direct reports- you will work closely with ESTs renewables team and others across Energy Saving Trust	<b>Contractor Accountability</b> None
<b>Critical Accountabilities (between 4-8)</b>	<ul style="list-style-type: none"> <li>▪ Gathering and checking due diligence information on grantees and organisations applying for grants</li> <li>▪ Supporting the application process, assisting with the production of panel packs for grant funding panels and preparing grant offers,</li> <li>▪ Supporting tracking and payment of grant claims</li> <li>▪ Dealing with enquiries - acting as the first point of contact for grant scheme enquiries, logging these, answering where possible and referring complex enquiries to others in the team. Monitoring the Energy Redress Enquiry inbox.</li> <li>▪ Supporting the coordination of meetings, events, webinars etc.</li> <li>▪ Ensuring the scheme database and other files are kept up to date and acting as administrator for both.</li> <li>▪ Supporting the Finance Manager in maintaining financial records and generating financial reports</li> <li>▪ Programme support including raising purchase orders, logging invoices, collating management information, calendar management and monitoring data.</li> </ul>		

<b>Knowledge, skills and qualifications required</b>	<b>Must have:</b> <ul style="list-style-type: none"><li>▪ Excellent administration skills and be organised and process driven</li><li>▪ Good interpersonal and communication skills</li><li>▪ Results orientated with the ability to work to set targets and deadlines</li><li>▪ Excellent attention to detail.</li><li>▪ Good working knowledge of MS excel and other office software</li><li>▪ The ability to work under own initiative with minimal supervision;</li></ul>
	<b>Desirable:</b> <ul style="list-style-type: none"><li>▪ Experience of grant administration</li><li>▪ Knowledge of energy/climate change/welfare issues.</li><li>▪ Customer service skills and good experience in a customer facing role</li><li>▪ A desire to work for an organisation that is focused on tackling climate change and addressing fuel poverty</li><li>▪ Educated to degree level or two years administration experience.</li></ul>