

Job Description

Role Title	Senior Project Manager		
Directorate	Business Development		
Team	International		
Line Manager	Programme Manager		
Perm/ Fixed Term	Permanent	Grade 3	
Job Purpose	<p>Work with the Programme Manager and Head of International to implement the Energy Saving Trust's international strategy. This role will be responsible for delivering a number of Energy Saving Trust's international projects. Leading the project teams to ensure the project delivers on its aims and objectives. This role will be responsible for ensuring that deliverables and milestones are met on time to a high standard, and that the project is delivered within budget.</p>		
Resource Management Responsibilities	Budget/ Equipment Accountabilities Up to £1 million per annum	People (EST) Accountability Cross functional project team management	Contractor Accountability Yes
Critical Accountabilities (between 4-8)	<p>The post will be responsible for the role of Work Package Leader in a number of EU funded projects. They will lead the work package on all technical matters and form part of the project consortium.</p> <p>Project and budget management</p> <ul style="list-style-type: none"> ▪ Own the project plan and lifecycle, ensuring projects are managed effectively, to time, budget and quality. ▪ Lead and motivate project team, providing technical support and advice to ensure delivery of the organisation's business case is delivered. ▪ Produce and own internal and external reporting. ▪ Identify resource and assign responsibilities and manage day-to-day operational aspects of the project. ▪ Monitor and record all spend across project, manage internal financial forecasting and reporting monthly, including inputting to the wider department's 3-year planning process. <p>Stakeholder management</p>		

	<ul style="list-style-type: none"> ▪ Build and manage relationships with external stakeholders and ensure strong engagement with the project activities and outputs ▪ Manage and develop relationships with project partners and funders (eg CINEA, BEIS).
<p>Knowledge, skills and qualifications required</p>	<p>Must have:</p> <ul style="list-style-type: none"> ▪ Experience of successfully managing projects in the sustainability sector, including financial management, developing workplans, producing reports and delivering projects to time and budget. ▪ Skills in planning and facilitating capacity-building workshops and peer-to-peer learning activities (both virtual and in-person) ▪ Ability to engage and work with local and national government, public authorities, and policy professionals ▪ Strong communication skills on complex topics (such as technical/policy aspects of energy efficiency) ▪ Ability to plan and prioritise own workload and manage multiple priorities concurrently. ▪ Ability to manage a project team, delegating tasks and monitoring progress, while keeping the project team engaged ▪ Excellent attention to detail. ▪ Excellent interpersonal skills and proven track record of successful engagement with internal and external stakeholders. ▪ Self-starter, with the ability to work independently with minimal supervision and as part of a team. ▪ Ability to analyse and solve complex problems and make decisions. ▪ Experienced in working with diverse people from different cultures, backgrounds and fields. ▪ Excellent IT skills, in particular excellent Microsoft Office skills (Excel, Word and PowerPoint in particular)

Desirable:

- A degree or equivalent
- Expertise in EU sustainable energy policy
- An understanding of sustainable energy issues in the UK and EU
- Experience of working with governments and/or other international donors.
- Strong research and analytical skills.