

## Job Description

<b>Role Title</b>	<b>Development Officer – Energy Redress</b>
<b>Job Family &amp; Category</b>	Project/Programme Management Officer
<b>Team</b>	Renewables
<b>Line Manager</b>	Senior Development Officer, Energy Redress
<b>New/ Existing Role</b>	New
<b>Perm/ Fixed Term</b>	Permanent
<b>Job Purpose</b>	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.
<b>Resource and Management Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ <b>Budget/ Equipment Responsibilities</b> No internal budget management/equipment responsibilities but will be responsible for monitoring grant spend and performance of Energy Redress grantees (charities and community energy organisations) who the team issue grants to of between £20k to &gt;£1 million, including checking grant claims.</li> <li>▪ <b>People Responsibilities</b> No Line Management responsibilities but working closely with the renewables team and others across Energy Saving Trust.</li> <li>▪ <b>Contractor Responsibilities</b> No specific responsibilities, but Development Officers will manage relationships with grantees which may be large national charities.</li> </ul>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Work with the Senior Development Officers to deliver Ofgem Energy Redress funding rounds .</li> <li>▪ Assess and shortlist applications from organisations to the Energy Redress scheme, scoring against agreed criteria and providing feedback and advice to applicants where appropriate.</li> <li>▪ Provide information and support to the independent Energy Redress grant assessment panels enabling the panel members to decide which projects should be awarded funding.</li> <li>▪ Act as key contact for Energy Redress grantees including managing Energy Saving Trust's interaction and relationships with them. This involves various grantee staff including up to CEO level and with major charities.</li> <li>▪ Support successful delivery of Energy Redress-funded projects at a range of grant scales from £20K to over £1 million. This will include</li> </ul>

	<p>providing challenge and assistance where appropriate, reviewing progress reports and scrutinising grant claims to assess progress and validity. Influence grantees to ensure the successful delivery of projects to agreed timescales, budget and quality.</p> <ul style="list-style-type: none"> <li>▪ Ensure project records are kept up to date and accurate across a range of bespoke systems, in line with scheme and audit requirements.</li> <li>▪ Respond to queries regarding the Energy Redress grant scheme and liaise where appropriate with the voluntary sector, local authorities and private companies to maximise the positive impact of the scheme. Participate in our promotion of the Energy Redress scheme including delivery of presentations at external events.</li> <li>▪ Support delivery of other Energy Saving Trust programmes when required.</li> </ul> <p>While the role is predominately home-based, the post will occasionally involve travel within the UK.</p>
<p><b>Knowledge, skills and qualifications required</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Good understanding of energy issues, fuel poverty sector and the challenges faced by vulnerable energy consumers.</li> <li>▪ Good understanding of the charitable and community sector and the unique challenges they face.</li> <li>▪ Experience building and managing trusted relationships and the ability to liaise with important stakeholders (both grantees and others) at all levels including senior management of national organisations.</li> <li>▪ Excellent interpersonal and conflict resolution skills and the ability to deal with situations with sensitivity and diplomacy.</li> <li>▪ A can-do and collaborative mindset and a commitment to personal development.</li> <li>▪ Attention to detail and ability to check large amounts of information against a range of metrics and deliver work to a high standard.</li> <li>▪ Well organised with a proven track record working simultaneously on a variety of tasks.</li> <li>▪ Good understanding of Microsoft Office applications, with a focus on Excel skills.</li> <li>▪ Relevant degree qualification and/or equivalent work experience in a related field such as domestic energy/fuel poverty projects, renewable energy or supporting vulnerable people.</li> <li>▪ A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive and equitable organisation.</li> </ul>

	<p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>▪ Delivery experience in community/charity sector specific to vulnerable energy consumers;</li><li>▪ Experience of working on donor funded projects;</li><li>▪ High level of energy, initiative and flexibility in quickly adjusting to changing work programme requirements</li><li>▪ Strong skills with Microsoft Office packages with a focus on Microsoft Excel</li></ul>
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