

## Job Description

<b>Role Title</b>	<b>Assistant programme manger</b>
<b>Job Family &amp; Category</b>	Assistant manager / coordinator, assistant programme manager
<b>Team</b>	Transport
<b>Line Manager</b>	Programme manager
<b>New/ Existing Role</b>	Existing
<b>Perm/ Fixed Term</b>	Permanent
<b>Resource and Management Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ <b>None</b></li> </ul>
<b>Job purpose</b>	Reporting to the programme manager, this role will provide project and programme management support to the Energy Saving Trust transport team within England. Specifically, the delivery of the Local Electric Vehicle Infrastructure (LEVI) scheme, and claims from the On-street Residential Chargepoints Scheme (ORCS).
<b>Key responsibilities</b>	<p><b>Project delivery</b></p> <ul style="list-style-type: none"> <li>▪ Working independently and with Transport team colleagues to deliver electric vehicle infrastructure grants on behalf of the client.</li> <li>▪ Support Local Authorities on grant applications and general project development to achieve grant objectives.</li> <li>▪ Approach projects with a solutions-based mindset and develop new initiatives and programme efficiencies.</li> <li>▪ Tasks will include application assessment, support on key objectives and policies of the grants, stakeholder and customer engagement, monitoring and analysis of data sets, and report writing.</li> </ul> <p><b>Programme Management</b></p> <ul style="list-style-type: none"> <li>▪ Support the coordination and delivery of transport projects to ensure that projects stay on track and effectively deliver programme objectives.</li> <li>▪ Undertake regular reporting to funder on progress of key deliverables and support internal financial reporting.</li> </ul>

### **Supporting communications activities**

- Liaise with marketing colleagues to ensure that web information, guidance and tools are updated and fit-for-purpose.
- Work with marketing colleagues to support event delivery and promote organisations who are implementing innovative or best practice sustainable transport initiatives.
- Present at webinars and in-person events to promote funding schemes and to engage with industry stakeholders.

### **Client Management**

- Maintain working relationships with a range of client contacts, and Local Authority contacts.
- Ensure all communication is managed and tracked using a Customer Relationship Management system.
- Ensure effective account tracking for all customers that you have assigned.
- Contribute to monthly scheme reports.

### **Stakeholder engagement**

- Attending meetings, workshops, and conferences to grow knowledge of the sustainable transport sector and deepen and build new relationships with stakeholders and identify opportunities to expand the transport programme.

### **A willingness to learn**

- A willingness to learn about and support our efforts to become a more diverse, inclusive, equitable and sustainable organisation.

### **Within one month, you will:**

- Have completed the Energy Saving Trust onboarding process.
- Met with other colleagues to understand wider team objectives, as well as external stakeholders.
- Familiarised yourself with the grant schemes being administered, as well as application assessment process and overall programme progress.

### **Within three months, you will:**

- Begun speaking with Local Authority contacts that you will be supporting, initially shadowing other team members for guidance.
- Have completed some assessments of applications with supervision and support from other team members.

	<ul style="list-style-type: none"><li>▪ Participated in wider team calls with the client to update on overall progress of applicants.</li></ul> <p><b>Within six months, you will:</b></p> <ul style="list-style-type: none"><li>▪ Be comfortable with supporting Local Authorities with scheme guidance self-sufficiently.</li><li>▪ Assessed full applications self-sufficiently, as well as provided support on application development.</li><li>▪ Contributed and assisted other team members on reporting functions required for the programme.</li></ul>
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**Knowledge, skills  
and qualifications  
required**

**Essential:**

- Ability to build and maintain relationships at all levels, both internally and externally.
- Strong track record of delivering projects.
- Knowledge of account management principles and processes.
- Awareness of project management methodology.
- Experience of collating and analysing large and varied sets of data.
- Knowledge of environmental issues and sustainable transport sector.
- Experience of working with customers/clients.
- Experience undertaking research independently.
- Proactive approach to handling new projects and processes.
- Strong organisational skills.
- Ability to communicate verbally and in written format, both internally and externally.
- Ability to tailor content for a non-technical audience.
- Demonstrated ability to pay close attention to detail.
- Able to demonstrate equivalent experience.
- A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive, and equitable organisation.

**Desirable:**

- Knowledge of electric vehicles and charging infrastructure.
- Experience in the sustainable transport sector.
- Knowledge of grant administration.
- Experience in working with Local Authorities.