

Job Description

Role Title	Assistant project manager
Job Family & Category	Project/programme management, assistant project manager
Team	Green Heat Installer Engagement team
Line Manager	Programme Manager – Green Heat Installer Engagement Programme
New/ Existing Role	Existing
Perm/ Fixed Term	Permanent
Resource and Management Responsibilities	<ul style="list-style-type: none"> ▪ Some day-to-day management of budget for projects and grant expenditure ▪ No line management responsibility ▪ Indirect management of others, e.g. Contractors
Job purpose	The purpose of this role is to provide project management and operational support for the delivery of the Green Heat Installer Engagement programme being delivered on behalf of the Scottish Government.
Key responsibilities	<ul style="list-style-type: none"> ▪ Project manage the planning, delivery and finances of specific projects or key elements within projects as part of the team’s overall programme of work, including procurement and contractor management. This is to help ensure targets are met and costs are controlled. ▪ Project manage the delivery of a series of webinars and events with programme partners and in accordance with the Scottish Government work plan. This includes: <ul style="list-style-type: none"> ○ Events (online and face to face when possible) to raise awareness amongst the supply chain of the opportunities available. ○ Training events to help up-skill Scottish installers/suppliers. ○ An innovation event to showcase new and emerging technologies and/or new initiatives. ▪ Carry out various research and analysis to assist with the ongoing development of the programme. ▪ Manage the data of the businesses engaging with the programme using a Customer Relationship Manager database. ▪ Work closely with colleagues in the marketing team to help promote market opportunities to Scottish installers/suppliers through email/ social media updates and ensuring the website is kept up to date.

- Support the programme manager with the delivery of the work plan to ensure Scottish Government priorities are met and supporting with stakeholder engagement and reporting.
- Contribute with ideas and make proposals to the programme manager to further improve existing areas of work or develop new areas of work.
- Other tasks as required to deliver the objectives of the Green Heat Installer Engagement programme including giving presentations and training, and general administrative tasks.
- 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.
- Agree on your objectives for the financial year.
- Build rapport with team members and support a positive and collaborative work environment.

Within three months, you will:

- Familiarise yourself with the projects being administered and delivered by the programme.
- Work closely with our marketing colleagues to help develop and support the programme's promotional activity.
- Contributed and assisted other team members on reporting functions required for the programme.

Within six months, you will:

- Attended events to engage with installers to understand the challenges the industry faces and promote the programme's support.
- Participated in MS Teams calls with key stakeholders.
- Be comfortable with supporting installers with their queries.

<p>Knowledge, skills and qualifications required</p>	<p>Essential:</p> <ul style="list-style-type: none"> ▪ Relevant work experience relating to the role/project management experience. ▪ Experience of engaging with stakeholders and businesses. ▪ Experience of organising events and workshops. ▪ Excellent organisational and planning skills including ability to work to deadlines, prioritise work and to work flexibly across projects within a demanding environment. ▪ Good verbal communication skills and ability to work with a range of stakeholders including customers, colleagues, contractors, and partner organisations. ▪ Good presentation skills including writing case studies or similar materials and reports ▪ An ability to influence, negotiate and motivate colleagues and external partners. ▪ Self-starter and able to work on own initiative and know when to refer issues up to a more senior level. ▪ Good analytical and IT skills. ▪ Ability to work as part of a team and on own initiative. ▪ Focused on quality and customer satisfaction. ▪ Results orientated. <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Project management or equivalent qualification/degree. ▪ Experience in remote working and using online platforms for meetings and presentations. ▪ Experience using databases and Excel. ▪ Experience working with energy efficiency/renewables contractors. ▪ Knowledge of renewable technologies and energy efficiency.
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