

Job Description

Role Title	Development officer – Energy Redress
Job Family & Category	Project/programme management: officer
Team	Community and renewable energy team
Line Manager	Senior development officer
New/ Existing Role	Existing
Perm/ Fixed Term	Permanent
Resource and Management Responsibilities	<ul style="list-style-type: none"> ▪ Budget/ Equipment Responsibilities 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 >£1 million, including checking grant claims. Responsible for the review and sign-off of Energy Redress grantee change requests including budget, project length and target changes. ▪ People Responsibilities No Line Management responsibilities but working closely with the renewables team and others across Energy Saving Trust. ▪ Contractor Responsibilities No specific responsibilities, but Development Officers will manage relationships with grantees which may be large national charities.
Job purpose	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.
Key responsibilities	<ul style="list-style-type: none"> ▪ Work with the senior development officers to deliver Ofgem Energy Redress funding rounds . ▪ Assess and shortlist applications from organisations to the Energy Redress scheme, scoring against agreed criteria and providing feedback and advice to applicants where appropriate. ▪ Provide information and support to the independent Energy Redress grant assessment panels enabling the panel members to decide which projects should be awarded funding. ▪ 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.

- Support successful delivery of Energy Redress-funded projects at a range of grant scales from £20K to over £1 million. This will include 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.
- Ensure project records are kept up to date and accurate across a range of bespoke systems, in line with scheme and audit requirements.
- 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.
- Support delivery of other Energy Saving Trust programmes when required.
- While the role is predominately home-based, the post will occasionally involve travel within the UK.
- A willingness to learn about and support our efforts to become a more diverse, inclusive, equitable and sustainable organisation.

Impact description

Within one month, you will:

- Learn about the aims of our work, the projects we fund and the role you play in delivering the programme.
- Become confident with our processes and systems.
- Begin to support the smooth operation of the team and engage with grantees and applicants.

Within three months, you will:

- Engage with the grantees you will be supporting.
- Support delivery of a grant funding round, including scoring applications.
- Play a part in ensuring Redress funds are spent on programme aims.

Within six months, you will:

- Support the team in directing funds to where they can have the

	<p>most positive impact in supporting energy consumers in vulnerable situations and delivering a just transition to Net Zero.</p> <ul style="list-style-type: none"> ▪ Support the monitoring of grant funded work to ensure funds are used effectively and the vital work we fund has the best chance of success.
<p>Knowledge, skills and qualifications required</p>	<p>Essential:</p> <ul style="list-style-type: none"> ▪ Good understanding of energy issues, fuel poverty sector and the challenges faced by vulnerable energy consumers. ▪ Good understanding and experience of project management. ▪ Good understanding of the charitable and community sector and the unique challenges they face. ▪ Excellent interpersonal skills and experience building and managing trusted relationships with important stakeholders at all levels including senior management of national organisations. ▪ A can-do and collaborative mindset and a commitment to personal development. ▪ Attention to detail, well organised and ability to check large amounts of information against a range of metrics and deliver work to a high standard. ▪ Good understanding of Microsoft Office applications, with a focus on Excel skills.
	<p>Desirable:</p> <ul style="list-style-type: none"> ▪ Delivery experience in community/charity sector specific to vulnerable energy consumers and/or climate change. ▪ Experience of working on donor funded projects. ▪ High level of energy, initiative, and flexibility in quickly adjusting to changing work program requirements. ▪ Strong skills with Microsoft Office packages with a focus on Microsoft Excel.