

Job Description

Role Title	Programme manager, Northern Ireland
Job Family & Category	Project/programme management; Programme manager
Team	NI
Line Manager	Head of operational delivery, Energy
New/ Existing Role	Existing
Perm/ Fixed Term	Permanent
Job Purpose	<p>The purpose of this role is to lead and enhance Energy Saving Trust's work in Northern Ireland to support decarbonisation and the alleviation of fuel poverty by:</p> <ul style="list-style-type: none"> ▪ Engaging with local and central government departments, NGOs and other key stakeholders. ▪ Providing high-level oversight and driving management of the Northern Ireland Sustainable Energy Programme (NISEP). ▪ Identifying and developing opportunities in Northern Ireland.
Resource and Management Responsibilities	<ul style="list-style-type: none"> ▪ Budget/ Equipment Responsibilities – £8-10M ▪ People Responsibilities – Line management of assistant programme manager and project manager; current team of seven. ▪ Contractor Responsibilities– Independent Surveyor Auditor and NISEP Primary Bidders
Key responsibilities	<ol style="list-style-type: none"> 1. Strategic oversight and high-level management of multi-million-pound programmes, ensuring alignment with broader energy efficiency and decarbonisation goals. This includes leading stakeholder relationships with the Utility Regulator, government departments (to include but not exclusive to the Department for the Economy, Department for Communities, and Department of Agriculture, Environment and Rural Affairs), NGOs, other representative bodies and key stakeholders. 2. Develop and maintain strategic partnerships with local and central government departments to influence and shape energy policy and funding mechanisms that support the delivery of energy saving initiatives across Northern Ireland.

	<ol style="list-style-type: none"> 3. Oversee NISEP’s operational delivery, ensuring it meets both contractual obligations and strategic objectives, and providing high-level recommendations to the Utility Regulator on the allocation of funding and performance improvements. 4. Expand and manage the delivery of Energy Saving Trust projects in Northern Ireland, with a focus on strategic alignment and business development. This includes overseeing the delivery of the Energy Saving Week campaign and proactively identifying and pursuing new programme and project opportunities that align with Energy Saving Trust’s strategic priorities. 5. Elevate Energy Saving Trust’s profile across Northern Ireland by acting as a high-level ambassador, engaging in media/TV/radio interviews, and actively seeking strategic speaking engagements. Work closely with local and central government representatives, including briefing NI Assembly Ministers, Westminster MPs and NI Assembly MLAs on key energy issues to advance the organisation's mission. 6. A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive and equitable organisation.
<p>Knowledge, skills, and qualifications required</p>	<p>Essential:</p> <p>Key knowledge required</p> <ul style="list-style-type: none"> ▪ Strong knowledge and understanding of both UK Government and NI Executive departments and energy policy. ▪ Good understanding of the NI Executive and institutions relating to energy policy and housing in NI. ▪ Good understanding of grant programmes, systems and processes, their implementation and management ▪ An understanding of the issues involved in promoting sustainable energy to the public. <p>Key skills required</p> <ul style="list-style-type: none"> ▪ Exceptional relationship-building and influencing skills, with a proven ability to engage and collaborate with stakeholders at all levels, ideally within government. This includes the capacity to influence decision-making and drive strategic initiatives in a politically sensitive environment.

- **Strategic results orientation:** demonstratable ability to prioritise and execute tasks within challenging deadlines, particularly in Northern Ireland’s unique regulatory and policy environment. Focus on driving growth through strategic planning and operational excellence, ensuring that regional activities contribute to the overall Energy Saving Trust mission.
- **Informed decision-making skills:** strong decision-making capabilities, with a focus on impartiality and objectivity.
- **Strong leadership and people management skills:** proven leadership and management skills with a focus on managing and developing both individuals and teams. Cultivate a culture of inclusivity, growth, innovation and high performance within the Northern Ireland team.
- **Customer and stakeholder focus:** a strong commitment to customer service excellence, with the ability to address the needs of stakeholders. Focus on growing customer satisfaction and stakeholder engagement.
- **Financial and commercial acumen** with robust financial management and commercial strategies and a focus on driving growth through effective programmes.
- **Opportunity identification ability:** skilled in identifying and pursuing opportunities, particularly within Northern Ireland’s policy, funding and partnership landscape.
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- **excellence:** outstanding written and verbal communication skills, with the ability to articulate strategies and complex ideas to a wide range of audiences, including government officials and industry leaders.
- **Ability to lead in complex environments:** proven ability to lead complex teams, driving growth and innovation in alignment with Energy Saving Trust objectives.
- **Proactive and autonomous work style:** a self-starter with the initiative to drive growth and adapt to the dynamic policy landscape in Northern Ireland.
- **Strategic alignment:** ability to translate organisational priorities into actionable strategies and plans for Northern Ireland.

Key experience required

- **Demonstrable ability in programme management.**
- **Proven track record:** demonstrable success in delivering results that contribute to organisational mission.
- **Extensive experience in managing grant programmes and teams.**

	<ul style="list-style-type: none"> ▪ Contractual delivery management: demonstrable expertise in managing programme delivery through contractual relationships. ▪ Team and budget management: experience in managing staff and budgets, leading teams and effectively managing resources to achieve operational and strategic objectives. ▪ Operational excellence and growth: a strong track record of operational delivery with measurable achievements. ▪ Monitoring and evaluation: experience of evaluating and monitoring the delivery of schemes. ▪ Experience in managing change within complex, multi-stakeholder environments.
	<p>Desirable:</p> <ul style="list-style-type: none"> ▪ Experience of working with NI Government and the public sector. ▪ Experience in relevant programme management role in Government, corporate, NGO or similar environment.