

## Job Description

<b>Role Title</b>	<b>Programme support assistant</b>
<b>Job Family &amp; Category</b>	<b>Project/programme management: assistant</b>
<b>Team</b>	Renewables
<b>Line Manager</b>	Senior programme manager
<b>New/ Existing Role</b>	Existing
<b>Perm/ Fixed Term</b>	Permanent
<b>Resource and Management Responsibilities</b>	<b>None</b>
<b>Job purpose</b>	<p>Providing programme delivery support to the Welsh Government energy service team including assistance with coordinating information between Energy Saving Trust and partners, reporting internally and to the Welsh Government, overseeing digital resources, support with purchasing and invoicing, and team financial administration. Providing ad-hoc support to the team to help renewable or other energy projects where required.</p> <p>Energy Saving Trust delivers the Energy Service in Wales in partnership with the Carbon Trust. Within the Energy Service programme, our main focus is on supporting to develop local community energy projects. With an emphasis on renewables, to reduce carbon emissions and create local benefits. This is done by providing high-quality, tailored and impartial advice and support services across Wales.</p>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Administration of grant funds for community and public sector energy projects in Wales.</li> <li>▪ Coordination of staffing and project reporting information from Energy Saving Trust, Carbon Trust and other consortium partners.</li> <li>▪ Monitoring and managing progress with purchase orders and invoices.</li> <li>▪ Providing ad-hoc support to the team on community energy projects in Wales.</li> <li>▪ Providing administrative support to the team on internal quality management systems.</li> <li>▪ Organise events and meetings.</li> <li>▪ Manage enquiries including to the Energy Service inbox and signpost</li> </ul>

	<p>or escalate as required.</p> <ul style="list-style-type: none"> <li>▪ A willingness to learn about and support our efforts to become a more diverse, inclusive, equitable and sustainable organisation.</li> </ul> <p><b>Within one month, you will:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Meet key colleagues:</b> Establish connections with essential team members across the Energy Saving Trust and the Welsh Government Energy Service delivery team.</li> <li>▪ <b>Complete corporate induction programme:</b> Ensure understanding of organisational culture, procedures, and your role within the team.</li> <li>▪ <b>Set objectives:</b> Agree on your goals and targets for the first six months with your line manager to ensure alignment and clear expectations.</li> </ul> <p><b>Within three months, you will:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Develop programme knowledge:</b> Gain a thorough understanding of the programme's scope and key responsibilities</li> <li>▪ <b>Coordinate information and financial administration:</b> Begin actively coordinating information and contributing to the financial management of the programme</li> </ul> <p><b>Within six months, you will:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Manage tasks independently:</b> Show efficiency and independence in handling all assigned administrative tasks.</li> <li>▪ <b>Administer finance processes proficiently:</b> Master the financial processes including invoicing and raising purchase orders, ensuring accuracy and timeliness.</li> <li>▪ <b>Initiate process improvements:</b> Display initiative by identifying and implementing process improvements, contributing positively to the team's goals in community renewable energy development.</li> </ul>
<p><b>Knowledge, skills and qualifications required</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrated ability of working in a team support role.</li> <li>▪ Excellent organisational skills.</li> <li>▪ Ability to work to deadlines across a range of tasks.</li> <li>▪ Self-motivation, enthusiasm and willingness to learn.</li> <li>▪ A good understanding of IT systems and standard Microsoft programmes.</li> <li>▪ An interest in sustainability and renewable energy.</li> </ul>

	<p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>▪ Experience of working with the Welsh public sector or community energy sector.</li><li>▪ Experience working with a Quality Management System environment.</li><li>▪ Fluent Welsh speaker.</li><li>▪ Entry-level knowledge of renewable energy or a willingness to learn.</li></ul>
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