

## Job Description

<b>Role Title</b>	<b>Project coordinator, Research and Development</b>
<b>Job Family &amp; Category</b>	<b>Project/programme management; assistant manager/coordinator</b>
<b>Team</b>	International
<b>Line Manager</b>	Project manager, Research and Development
<b>New/ Existing Role</b>	New
<b>Perm/ Fixed Term</b>	Permanent
<b>Resource and Management Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>
<b>Job purpose</b>	<p>The purpose of this role is to support the management of the Efficiency for Access Research &amp; Development (R&amp;D) Fund which sits within the wider Low Energy Inclusive Appliances (LEIA) programme. The LEIA programme is funded by UK Aid, through the Transforming Energy Access (TEA) programme, and IKEA Foundation, with a geographical focus on sub-Saharan Africa and South Asia.</p> <p>The role will involve supporting the Project Manager with a variety of tasks, largely relating to grantee and financial management. Activities will include reviewing milestone reports and grant claims and coordinating project closures, along with maintaining grant reporting to ensure projects are delivered to budget, on time, and are yielding high quality outcomes and impacts in line with the workstream's Theory of Change.</p> <p>Wider project coordination support will also be a key part of this role and may include tasks such as organising and facilitating team meetings, taking minutes, and supporting with financial reporting and forecasting for the wider LEIA programme.</p>

<p><b>Key responsibilities</b></p>	<p><b>Grantee management</b></p> <ul style="list-style-type: none"> <li>▪ Coordinate and support on project delivery and reporting, including reviewing and providing summaries of grantee milestone reports / claims, and supporting the annual review and workplan.</li> <li>▪ Provide administrative support relating to delivery of the R&amp;D Fund, including tasks such as general inbox monitoring, uploading, and updating information on the internal grants management systems and ensuring various process documentation is up to date.</li> <li>▪ Coordinate relevant internal reporting around key performance indicators for projects (risks, milestones, contractors, and budgets) to assist the Technical Programme Manager and Project Manager in understanding and taking measures to mitigate key risks within the R&amp;D Fund portfolio.</li> <li>▪ Work closely with the LEIA R&amp;D and Communications teams to prepare communications associated with the R&amp;D Fund, including publication of knowledge products, project completion reports as projects finish, blogs, and other outputs.</li> <li>▪ Process payments to grantees, following procedures correctly, and pro-actively liaising with Energy Saving Trust’s Finance team to ensure grantees are paid in a timely manner.</li> <li>▪ Coordinate with the LEIA Monitoring &amp; Evaluation team to capture results, lessons learnt, successes and failures.</li> </ul> <p><b>Financial management</b></p> <ul style="list-style-type: none"> <li>▪ Work with the Project manager, R&amp;D and technical programme manager to ensure all financial reporting and forecasting is up to date and accurate.</li> <li>▪ Work with the wider LEIA team to ensure financial forecasting for the broader LEIA programme is communicated clearly and accurately.</li> </ul> <p><b>Supporting additional programme activities</b></p> <ul style="list-style-type: none"> <li>▪ Support with additional activities that complement the work of the R&amp;D Fund, such as liaising with programme partners or companies to execute newly funded work.</li> <li>▪ Coordinate wider team activities, such as team meetings, within the international programme.</li> <li>▪ Be an ambassador for Energy Saving Trust’s international work internally and externally.</li> </ul>
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	<p><b>Supporting our EDI work</b></p> <ul style="list-style-type: none"> <li>▪ A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive, and equitable organisation.</li> </ul> <p><i>Please note that travel within the UK and internationally may be required.</i></p> <p><b>Within one month, you will:</b></p> <ul style="list-style-type: none"> <li>▪ Understand how our organisation works, who we are and what we do, especially within the international context.</li> <li>▪ Have met all relevant colleagues and key programme partners.</li> <li>▪ Have set objectives to complete within your probationary period.</li> </ul> <p><b>Within three months, you will:</b></p> <ul style="list-style-type: none"> <li>▪ Have made progress against your probationary objectives.</li> <li>▪ Have familiarised yourself with our processes and approach within the Research and Development Fund.</li> <li>▪ Have read key programmatic and sectoral research outputs.</li> </ul> <p><b>Within six months, you will:</b></p> <ul style="list-style-type: none"> <li>▪ Have settled into the organisation and the team.</li> <li>▪ Have completed your probationary objectives and be ready to set further objectives for your role.</li> <li>▪ Have had the chance to use your skills and experience to support Energy Saving Trust’s mission and vision.</li> </ul>
<p><b>Knowledge, skills and qualifications required</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Experience of delivering results to deadlines and working under pressure in a fast-paced environment.</li> <li>▪ Excellent organisational skills with a proven track record of managing different priorities and working effectively on a variety of tasks in parallel.</li> <li>▪ Highly self-motivated and able to work autonomously, take initiative, analyse and solve complex problems.</li> <li>▪ Good attention to detail and confident working with large spreadsheets, databases and documents containing large amount of data.</li> <li>▪ Proactive with demonstrable ability to learn new systems and processes quickly.</li> <li>▪ Well-developed interpersonal, teamwork, presentation and communications skills, with the ability and commitment to work across a geographically dispersed and culturally varied network.</li> <li>▪ A can-do, flexible and collaborative mindset.</li> <li>▪ Strong skills in MS Office suite, particularly MS Excel.</li> </ul>

	<ul style="list-style-type: none"><li>▪ Strong analytical and numerical skills.</li><li>▪ Interest in the energy efficiency and / or energy access sector, and in international development.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>▪ Experience working in, or studying within, the energy efficiency and / or energy access sector.</li><li>▪ Experience working in, or studying, international development.</li><li>▪ Understanding of the off-grid solar space (business models/technologies).</li><li>▪ An understanding of the unique challenges faced by organisations operating in low-income countries.</li></ul>
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