

### **Brighton Energy Coop - Comms Manager Role Spec**

The role is composed of two parts - community engagement with our membership and wider audience, and involvement in the BEC-Next Generation Electric Vehicle Charging programme. Each is paid slightly differently as detailed below.

#### **1/ BEC Community Engagement**

- 1) Overseeing BEC's Community Fund - each year BEC funds renewable energy education in the schools where we have solar panels. This involves liaising with schools and service providers on delivery.
- 2) Producing a Members' Monthly newsletter
- 3) Organising AGM venue and invites
- 3) Organising Membership events every six months
- 6) Liaising with existing sites to produce a annual certificate of carbon savings etc.
- 7) Identifying funding to pay for additional time

Time allocation and budget (based on £20 per hour):

270 hours / £5400 per year or around 3 days / 22.5 hrs per month

#### **2/ Next Generation**

BEC is also involved in installing Electric Vehicle Charging points around the area. The role involves managing both EV owner and local community engagement for our EV charge point project, July 2019 to July 2021, and includes:

1. Research potential EV user market per site including local competitors.
2. Develop stakeholder map, marketing and communications strategy
3. Engage local community and identify potential social benefits
4. Deliver marketing and communications
5. Monitor usage and ensure customer satisfaction through regular surveys.
6. Ensure community benefits being delivered over time
7. Conduct a project stakeholder survey
8. Ensure project report write up

There are 25 days allocated for communications activity over the next 12 months at £200 per day for this work.

This works out at 2.1 days per month and £5000 per year for the Next Generation role.

#### **Trial period and Review**

Both roles are initially on a 3-month trial period, then reviewable every six months, subject to termination by either party at those points.

#### **Reporting**

The role reports to our team meetings and to Damian Tow and Will Cottrell