

## **Brighton Energy Co-op - Community Solar Accelerator**

<b>Job Title:</b>	CSA Account Manager
<b>FT or % P/T:</b>	Part time contract (0.6 FTE) until 30 June 2023
<b>Salary:</b>	£40,000 pro rata plus 3% employers' pension contribution
<b>Principal location of work:</b>	Central Brighton
<b>Immediate line manager:</b>	CSA Project Manager
<b>Staff managed:</b>	None
<b>Hours:</b>	22.5 hours work per week
<b>Holiday entitlement</b>	25 days plus bank holidays pro rata
<b>Closing date for applications</b>	Monday 25 <sup>th</sup> October 2021 at 9am
<b>Provisional interview dates</b>	W/C 1 <sup>st</sup> November
<b>Preferred start date</b>	December 2021 or immediately if available

### **Purpose of the role:**

Brighton Energy Co-op (BEC) is recruiting for an Account Manager to be responsible for day-to-day operation and administration of a European Regional Development Fund (ERDF) supported grants programme (Community Solar Accelerator) including promotion of the grant, managing applications and compiling of evidence.

The Community Solar Accelerator programme works with SMEs across predominantly Coast to Capital Local Enterprise Partnership (LEP) area to provide grants to install solar panels & EV charging points on their premises. The aim is to improve business performance in terms of resilience, profitability and competitiveness and, at the same time, contributing to CO2 emissions reductions.

The role will be based within Brighton Energy Co-op which is a community energy group working across the Coast to Capital region, with the mission to maximise the installation & use of renewable generation. More information is available at [www.brightonenergy.org.uk](http://www.brightonenergy.org.uk).

## Summary of Responsibilities and Personal Duties:

Key skills required are to be delivery focused, practical project delivery experience, attention to detail in administration, strong account management and client engagement skills.

### Project Management

1. Administer the project to ensure that agreed targets, outcomes and outputs are met, on time and on budget, to agreed auditable standards.
2. Manage the collation and reporting of outputs and outcome data, in accordance with funders (ERDF) reporting requirements.
3. Maintain a diligent set of records relating to the required ERDF outputs of the project and work closely with SMEs to gather verification evidence that outputs have been met.

### Reporting

4. Comply with reporting procedures which meet the ERDF requirements, and regularly ensure that Ministry of Housing, Communities and Local Government (MHCLG) are satisfied with the reports and the data provided to them.
5. Contribute to written and verbal reports to the Project Board, partners and to MHCLG on project progress, including project reviews, financial reports, progress plans, project initiation and project change documents. Produce and submit quarterly reports and final project reports to ERDF standards.

### Financial

6. Contribute to project budgets to maintain expenditure on target. Ensure records are maintained of match funded contributions, planned expenditure profiles, and cash flow to ensure that the full project costs are managed, and funding can be recovered from ERDF in a timely manner.

### Partnership & support

7. Coordinate effective partnership working with any delivery partners.
8. Lead as the relationship manager role for potential grant beneficiaries.
9. Maintain good working relationships with funders and stakeholders.
10. Act as an ambassador for the ERDF project, participating in both internal and external networks to promote and raise the profile of the project.

### Marketing and customer acquisition

11. Lead on setting up outreach events, promotional content and materials to promote programme through other networks and regional bodies.
12. Conduct site visits to understand needs and ascertain the eligibility and suitability of individual SMEs.
13. Contribute to the project's marketing and communication strategy.

#### Project Evaluation

14. Contribute to the project's evaluation strategy.

#### Procurement

15. Liaise with service providers for the project such as for any marketing activity and an external evaluator.

#### Administration & systems

16. Manage the administration and maintenance of the project's client management systems and the customer journey process including grant funding agreements and payment of claims.
17. Once systems and procedures to capture and comply with ERDF requirements are set up, ensure administrative processes such as claims submission, monitoring and evaluation meets ERDF standards.
18. Work at all times within the boundaries of European funding (ERDF) regulations and audit procedures and maintain records and produce analytical reports for management reporting.

#### Management & compliance

19. Work alongside the ERDF Project Manager.
20. Adhere to all BEL's policies and procedures, including Equality and Diversity, Environment & Sustainability, Anti-Fraud and Health and Safety.

#### Time recording

It is imperative that any time booked to the Community Solar Accelerator project are solely for the benefit of this project. Daily timesheets will be kept with specific codes relating to the project activities.

Note: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Skills and qualifications:**

ESSENTIAL

- Education to degree level or equivalent experience
- Self-directed and able to manage your own workload and pipeline
- Excellent interpersonal, communication and organisational skills when dealing with all levels of staff, customers, and internal and external contacts
- Team player
- High attention to detail and be a 'completer – finisher' of tasks
- Experience of working to deliver projects under pressure to a high standard
- Comfortable with detailed administration and reporting
- Excellent skills in Word, Excel, PowerPoint and other Microsoft packages
- Full driving licence & access to a vehicle

DESIRABLE

- ERDF or similar European/UK Government funding scheme experience
- Experience of using a customer relationship management database
- Renewable Energy industry experience
- Experience of marketing, customer acquisition & account management
- Experience of project management

**Travel requirements:**

There will be a need for regular local visits to businesses within Coast to Capital region.

**How to apply:**

Applicants should send a CV and covering letter describing how they believe their skills, experience & qualifications make them suitable for the role to [damian@brightonenergy.org.uk](mailto:damian@brightonenergy.org.uk) by Monday 25<sup>th</sup> October 2021 at 9am.