

## **Project Coordinator & Domestic Energy Assessor**

### **Cwm Arian's Energy Support Services**

Cwm Arian Renewable Energy (CARE) is a community benefit society based in Tegrn, Pembrokeshire. Our vision is to see 'thriving communities, connected to nature and each other, enjoying environments rich in life'.

We began as a group of volunteers sharing a common interest in protecting the natural environment, supporting the local rural economy to prevent or relieve poverty, and investing the benefits from our activities locally.

Since 2017, we have been meeting our aims by providing advice, guidance, education and skills, and sharing opportunities with individuals and community groups in Pembrokeshire. Our work has been recognised by a [St David's Award](#) nomination as finalists and winning a Pride in Pembrokeshire award. In 2019, CARE erected a 700kW wind turbine. Income from the sale of renewable energy, combined with grant funding, is currently providing CARE with a turnover of in excess of £400K that allows us to deliver a wide variety of projects which benefit communities in Pembrokeshire and the neighbouring counties of Carmarthenshire and Ceredigion.

We are a team of friendly, hard-working, part-time workers who aim to collaborate and support each other to achieve the best for our local community and the natural world.

As a growing organisation, we are now seeking someone to join the team to provide some coordination and support to our Energy Services.

### **Job Description**

#### **Key Tasks**

This role will oversee the [Pembrokeshire Smarter Energy Support Service](#) (PSESS); a home energy advice service that CARE established and has been consistently running since April 2021, and scope the development of a self-funded service.

They will also take a support role in the [Cartrefi Clyd](#) project - a cross-Wales partnership of community energy groups providing householders with a high quality paid-for retrofit service - initially with administrative and logistical tasks, leading on to gaining accreditation as a fully fledged Retrofit Assessor.

- Report on project progress to CARE's Board and to funders
- Proactively seek collaborations and networks to diversify and improve the projects/services as appropriate
- Support with development of relationships with partners, ensuring appropriate agreements/contracts are in place
- Manage monitoring and evaluation of the projects, including monitoring and responding to customer and/or partner feedback
- Help to identify and meet needs for resources, including Project team involvement, overtime or other additional human resources input into the projects
- Oversee development of internal processes for streamlining project planning, development and delivery, and data collection
- Oversee delivery of appropriate outreach activities; scheduling and arranging event attendance, workshops and training, including risk assessments
- Source project materials
- Take part in researching and developing products, services or projects that enable the Energy Services, or elements of them, to become self-sustaining or grant-fundable beyond 2025, and work on funding bids or other income sources as appropriate
- Carrying out home visits to carry out various levels of energy assessments and installation of small-scale energy efficiency measures (shared with Project Officer), and producing reports where relevant
- Work with CARE's Human Resources and Project Support personnel to ensure adequate measures are in place for;
  - Insurance
  - First aid
  - Safeguarding/DBS
  - GDPR
- Maintain awareness of budget management, financial record-keeping & authorising invoice payments (shared with Project teams and Finance Administrator)
- Manage funding claims (shared with CARE's Funding Support personnel)
- Develop branding and messaging for the projects, to include creating content for website, social media, promotional materials and standard information (shared with CARE's Communications Officer)
- Attending/reporting to CARE staff meetings and project coordinator meetings

### **Job terms**

- **Hours** = up to 5 days/week (37.5 hours). Job share and a creative approach to managing working patterns will be considered - this can be discussed at interview.
- **Salary** = £30,420 per annum pro rata, plus statutory minimum employer pension contributions if eligible/opted in. N.B CARE currently operates a flat pay structure.
- **Contract term** = starting as close to 14/07/2025 as possible, with a permanent contract
- **Training** = in-house training will be provided from the outset to bring the successful candidate up to speed with the methods and processes of the projects, and fully accredited Retrofit Assessor training will be offered within 6 months of the start date
- **Holiday** = 5.8 weeks/year pro rata
- **Expenses** = for mileage, stationary etc. Use of leased company vehicle available.
- **Hardware/software** = there is the option to use your own portable IT equipment/mobile phone, although CARE can supply equipment and will support with software needs. Phone app and email address will be provided.
- **Working location** = willingness to work from rented offices in Crymych is ideal, to ensure regular in-person contact with the CARE staff team, and you must also be able to work remotely and there is a some requirement to travel to support delivery of the project.

### **Person specification**

#### **Essential**

- Previous experience of supporting or leading a team of colleagues to deliver activities
- Excellent understanding of financial management at an appropriate scale, ideally including a track record of success with attracting grant funding or other sources of income or investment
- A commitment to help those in need with energy support
- Excellent team working and networking skills, and experience of collaborating with multiple projects and staff members.

- Ability to speak and write Welsh is highly desirable, and a willingness to learn Welsh is essential if not already a speaker.
- A clean driving licence or an ability to get between regular events in the community across 3 counties.  
*Note: If using your personal vehicle, you will require Class 1 Business insurance on your vehicle insurance.*
- Ability to manage own workload and take the initiative.
- Good computer skills to enable smooth information exchange, reporting and use of the organisational cloud systems and social media.
- Someone who has creative ideas and suggestions and is confident sharing them, and who is willing to use their skills and interests in a dynamic way to help CARE's positive and sustained growth

### **Desirable**

- Experience delivering projects or activities involving information dissemination, especially in a community setting.
- A strong interest in or knowledge of household energy efficiency and the use of heat and electricity in the home in relation to household design, systems, and materials.
- Able to demonstrate situations where communication and interaction skills have been used in public settings previously.
- Previous delivery of information services to the general public.
- Previous experience of service development, including researching and/or trialling services and acting on information from data collected

### **How to apply**

Send a CV (max 2 sides A4) and covering letter (max 2 sides A4) explaining how your experience meets the job description and person specification to [admin@cwmarian.org.uk](mailto:admin@cwmarian.org.uk)

**by 10am on Wednesday 2nd July 2025**

We will inform all applicants of the outcome of their application by **Friday 4th July** and interviews for shortlisted applicants will be held in **the fortnight starting 7th July 2025**.