

Project Coordinator / Service Lead Cartrefi Clyd (with potential to develop CARE's Energy Support Services)

We are seeking a Project Coordinator to oversee the development of the Wales-wide Cartrefi Clyd retrofit service, and for local applicants, a Coordinator for our Pembrokeshire-based Energy Support Services.

Job Description

Key Tasks

The Project Coordinator /Service Lead will oversee the Cartrefi Clyd project - a brand new service offering subsidised domestic retrofit assessments, delivered by trained assessors hosted by a partnership of social enterprises and community energy groups across Wales. CARE is lead applicant for the grant funding that subsidises this project (until August 2025), as well as host for this role and a Retrofit Assessor.

If the role-holder chooses to become a CARE employee and is based in West Wales, there is also an opportunity for them to add additional time to this role to work closely with existing CARE staff steer the [Pembrokeshire Smarter Energy Support Service](#) (PSESS); a home energy advice service that CARE established and has been consistently running with trained staff in post since April 2021, and scope the development of a self-funded service. PSESS has funding guaranteed until 31/04/2024 which it is anticipated will be extended until 31/12/2024.

Overarching Project Coordinator role and accountabilities

- Lead on reporting on project progress to steering group, CARE's Board, and to funders
- Proactively seek collaborations and networks to diversify and improve the projects/services as appropriate
- Oversee development of relationships with partners, ensuring appropriate agreements/contracts are in place
- Manage monitoring and evaluation of the project(s)
- Identify and meet needs for resources, including Project Officer/partner member overtime or other additional human resources input into the project(s)
- Oversee delivery of appropriate outreach activities

Cartrefi Clyd - specific role and accountabilities

- Act as line manager for the project's Administrator and Marketing Officer (both hosted by Community Energy Wales)

- Support the development of; the [Cartrefi Clyd website](#), a database of 'trusted professionals', quality assurance accreditations - ensuring they are made relevant and accessible for partners and the target beneficiaries
- Attend Cartrefi Clyd steering group meetings and adhere to [Steering Group terms of reference](#)

PSESS - specific role and accountabilities

- Oversee development of internal processes for streamlining project planning, development and delivery, and data collection
- Lead on researching and developing products, services or projects that enable PSESS, or elements of it, to become self-sustaining or grant-fundable beyond 2024, and work on funding bids or other income sources as appropriate
- Carry out tasks contiguous with the Project Officer role where there is a need or opportunity, and there is time to do so

Shared accountabilities

- Work with CARE's Human Resources and Project Support personnel and Cartrefi Clyd project partners to ensure adequate measures are in place for;
 - Insurance
 - First aid
 - Safeguarding/DBS
 - GDPR
- Maintain awareness of budget management (shared with PSESS Project Officers and Finance Administrator)
- Oversee funding claims (shared with CARE's Funding Support personnel)
- Develop branding and messaging for the project, to include website, social media, promotional materials and standard information (shared with Cartrefi Clyd Marketing Officer and CARE's Communications Officer)

Job terms

- **Hours**
 - if choosing to be a CARE employee; 3 days/week (22.5 hours), plus 1 day/week (7.5 hours) for applicants based in West Wales interested in the additional PSESS Service lead role.
 - if choosing to be a self-managed independent contractor; hours are

- negotiable in relation to available budget and project targets
- job share and a creative approach to managing working patterns will be considered.
- **Salary**
 - if choosing to be a CARE employee; £27,417 per annum pro rata, plus statutory minimum employer pension contributions if eligible/opted in. N.B CARE currently operates a flat pay structure.
 - if choosing to be a self-managed independent contractor; salary is negotiable
- **Contract term** = immediate start possible; initial contract until 31/12/24 with high likelihood of extension beyond that date depending on project development/ funding/ income generation in the future
- **Holiday** = if choosing to be a CARE employee; 5.8 weeks/year pro rata
- **Expenses** = for mileage, stationary etc. Use of leased company vehicle available for CARE employees.
- **Hardware/software** = contractors will be expected to use their own portable IT equipment/mobile phone. CARE can supply shared equipment if needed to employees and will support with software needs, and phone app. An email address will be provided.
- **Working location** = for employees, willingness to work a portion of your time from rented offices in Tegryn is ideal, to ensure regular in-person contact with the CARE staff team. You must 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 coordinating projects or activities, and especially with supporting or leading a team of colleagues
- Excellent understanding of financial management at an appropriate scale (combined budgets for these two projects are around £175,000/year), including a track record of success with attracting grant funding or other sources of income or investment
- Previous experience of service development, including researching and/or trialling services and acting on information from data collected
- 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

- A commitment to help those in need with energy support
- Experience delivering projects or activities involving information dissemination, especially in a community setting.
- 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.
- 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.

Desirable

- 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.

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

by 5pm on Wednesday 14th February 2024

We will inform all applicants of the outcome of their application by **Thursday 15th February** and interviews for shortlisted applicants will be held in **w/c 19th February**.