

Project Coordinator

Pembrokeshire Smarter Energy Support Service (PSESS)

Cwm Arian Renewable Energy (CARE) is a community benefit society based in Tegrin, 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 a Project Coordinator for our Pembrokeshire Smarter Energy Support Service to join the team.

Job Description

Key Tasks

The Project Coordinator /Service Lead will oversee 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.

Project Coordinator role and accountabilities

- Lead on reporting on project progress to 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 projects, including monitoring and responding to customer feedback
- Identify and meet needs for resources, including Project Officer involvement, team overtime or other additional human resources input into the project
- 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
- 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

- Carrying out home visits for surveys 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 PSESS Project Officers and Finance Administrator)
- Manage funding claims (shared with CARE's Funding Support personnel)
- Develop branding and messaging for the project, 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** = 2.5 days/week (18.75 hours). Job share and a creative approach to managing working patterns will be considered - please note that there may be other roles within the Energy Services team at CARE becoming available at a similar time and can be discussed at interview.
- **Salary** = £30,420 per annum pro rata (£15,210 actual), plus statutory minimum employer pension contributions if eligible/opted in. N.B CARE currently operates a flat pay structure.
- **Contract term** = starting 30/06/2025; initial contract until 30/11/2025 with high likelihood of extension beyond that date depending on project development/ funding/ income generation in the future
- **Holiday** = 5.8 weeks/year pro rata
- **Expenses** = for mileage, stationary etc. Use of leased company vehicle available.
- **Hardware/software** = ideally you'll use your own portable IT equipment/mobile phone, although CARE can supply shared 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 coordinating projects or activities, and especially with supporting or leading a team of colleagues
- Excellent understanding of financial management at an appropriate scale, 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
- 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.
- 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

- 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

by 10am on Thursday 5th June 2025

We will inform all applicants of the outcome of their application by **Friday 6th June** and interviews for shortlisted applicants will be held in **w/c 9th June 2025**.