



Office Manager – Job Description

Hours: Offered full time (37.5 hours a week), with part-time or job share welcome.

Annual salary: £28,000 to £30,000 (depending on experience, with opportunity to progress).

Location: Office based at Redbrick House, 6 York Court, Wilder Street, Bristol BS2 8QH.

Home working is also accepted on a flexible basis.

Accountable to: the BEN Board.

Terms: 1 year with extension subject to funding.

About Bristol Energy Network

Bristol Energy Network (BEN) (www.bristolenergynetwork.org) is a community interest company with a vision of 'a city where clean, green, affordable energy is delivered to the community, by the community'. We are involved in many areas of community energy from renewable generation projects, local retrofit-skills development, community engagement for council projects, and fuel poverty support.

We are an umbrella organisation with a small staff team led by a board of directors. We represent the members of our network which comprise many different actors from individuals, to community organisations who do not have a focus on energy, through to innovative CICs whose expertise lie in innovative technology.

Our work is designed to help the citizens of Bristol move towards the shared city goal of Net Zero by 2030, without leaving any community behind. Whilst working towards Net Zero we aim to engage with seldom heard communities by demonstrating the co-benefits of carbon reducing projects.

Context of the role

To support this activity, BEN is recruiting for an office manager to provide the core administration functions of the network, and oversee the day-to-day activities of BEN. This role will form the heart of our activities, with oversight of the processes that help us maximise our impact. Any necessary training for specific software will be provided.

The role holder will work alongside the current BEN team and report directly to the Board of BEN CIC (see website, above). This is an exciting time to join as the team is growing to deliver a strategy that aims to support communities all over Bristol in contributing to and benefiting from a net zero and just future.

Experience of working in the community energy or sustainability sector is not essential but successful candidates are expected to demonstrate a commitment to the aims and values of BEN, its equal opportunities policy and the network's open and collaborative approach.

Role summary

There are three key aspects to this job:

1. Providing the administration function for Bristol Energy Network including dealing with enquiries, recording and sharing information across the team.
2. Carrying out day-to-day bookkeeping activities, including generating financial reports and invoicing (training available).
3. Helping to plan and organise regular and ad-hoc meetings and events for the team and network (in-person, virtual, and hybrid).

Specific responsibilities

- Manage and respond to external queries about BEN's activities and projects.
- Organise and manage office filing of paperwork, equipment, policies, and project collateral.
- Work with the BEN team to review, implement, maintain and monitor procedures and administrative systems.
- Manage the day-to-day finances of BEN, in conjunction with the BEN Treasurer, including routine bookkeeping tasks, invoicing, and keeping an accurate record of all expenses.
- Organise quarterly Open Meetings on topics of interest, and support the planning of BEN's annual conference.
- Work with the BEN team and Board to develop a fundraising strategy for core activity and help to identify potential funding opportunities to support BEN and its member groups and expand community energy activities in future, helping with applications to secure funding where necessary.
- Support the Board of BEN CIC in its governance function, including organisation of the BEN AGM and supporting Board meetings.
- Keep up to date with relevant information and policies that affect the network.
- Attend relevant external events and BEN activities where possible.
- Uphold the values and highest ethical standards of the network, particularly the commitment to collaborative and inclusive working across the network.
- Other associated tasks as identified by the Board of BEN CIC.

Person specification

| Requirement | Essential | Desirable |
|-----------------------------|--|---|
| Experience | <p>Experience of administration and organising meetings.</p> <p>Experience of basic bookkeeping.</p> <p>Experience of communicating and working with external stakeholders.</p> | <p>Experience of working with volunteers.</p> <p>Experience of working with community groups.</p> <p>Understanding of community energy and locally relevant (Bristol) knowledge.</p> <p>Understanding of energy efficiency measures and fuel poverty.</p> |
| Skills and abilities | <p>Ability to confidently communicate both formally and informally.</p> <p>Ability to work in a team and able to identify where their skills complement others.</p> <p>Ability to maintain admin systems independently and accurately.</p> <p>Ability to work flexibly and manage competing priorities.</p> <p>Highly organised at managing time and workload.</p> | <p>Ability to present complex information in an accessible and appropriate manner.</p> <p>A willingness to occasionally work outside of standard office hours, e.g. evenings or weekends.</p> |
| Technical | <p>Skilled in use of standard computing software, including Word and Excel.</p> | <p>Knowledge and experience of using databases and Zoom.</p> <p>Experience of using bookkeeping software, e.g. QuickBooks.</p> |

To apply

Applicants should send a CV and one page cover letter, explaining why you are a good fit for the role, to info@bristolenergynetwork.org by 12 midnight on the closing date of **2nd October 2023**. Please contact us if you would like to request any reasonable adjustments as part of the recruitment process. We hope to interview in October and have someone in place by the end of the year. Reasonable travel and accessibility expenses will be paid for attendance at the interview.