



Project Support Officer – Job Description

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

Annual salary: £23,000 to £25,000 (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 a project support officer who will play a central role in the project delivery and reporting activities of BEN. This role is aimed at more junior applicants, with a commitment from us to provide training to advance your skills and understanding in successful community energy project development.

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 two key aspects to this job:

1. Supporting the delivery of BEN projects through relevant activities, and attending events.
2. Managing the collation and reporting of high-level data relating to the delivery of BEN projects.

Specific responsibilities

- Support the planning of external events with members, prospective members, and the general public.
- Attend public events that have been organised by BEN, or require a BEN presence, occasionally requiring hours to be worked during evenings or weekends.
- Ensure relevant project equipment and collateral is made available at the right place and time.
- Work effectively with the BEN team and other BEN delivery partners and funders to further the aims of BEN and support specific funded projects and activities to meet the requirements of funders and contract commitments.
- Record and monitor data related to the delivery of BEN projects, e.g. staff time, events attended, funding spent etc.
- Support the planning of BEN's quarterly Open Meetings and annual conference.
- Work with the BEN team 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 supporting Board meetings.
- Keep up to date with relevant information and policies that affect the network.
- 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 communicating and working with external stakeholders.</p> <p>Experience of supporting or managing projects.</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>A willingness to work outside of standard office hours, e.g. evenings or weekends.</p> <p>Ability to work flexibly and manage competing priorities.</p> <p>Highly organised at managing time and workload.</p> <p>Hold a valid full driving licence.</p>	<p>Ability to write project reports for internal and external stakeholders.</p> <p>Access to a car/vehicle.</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>

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.