

NETWORKS & LEARNING COORDINATOR APPLICANT INFORMATION PACK



ABOUT US

Community Energy England (CEE) is a membership association that represents a growing network of over 270 organisations. Our membership includes community energy enterprises and other organisations from the private and public sectors, all of whom are committed to the development of the community energy sector. We are a team of six, split across the country, with a head office in Sheffield. We are governed by a board of ten individuals from member organisations. Please take a look at our [Annual Report 2020](#) for more information on our work and impact.

Our vision is: A thriving community energy sector integrated into and truly powering a fair, zero-carbon energy system.

Our mission is: To help active community energy organisations implement new projects, innovate and grow.

DIVERSITY AND INCLUSION

We recognise that a diverse workforce is an asset and our aim is to drive inclusion into every area and activity of what we do. In our commitment to continue to diversify our staff, board and programmes, we are particularly keen to hear from those who identify as: being from the global majority/UK minority; LGBTQIA+; women; living with a disability, or those that come from an underrepresented group.

Applicants who require reasonable adjustments

If you have any specific requirements in order for you to fully engage in the recruitment process, please email Charlotte Heywood - c.heywood@communityenergyengland.org or call 033 3303 4126.

THE ROLE

Working in a small organisation with national reach, you will work closely with our members, sector stakeholders and government officials to identify a range of ways to support the community energy sector to grow. This part-time role has been created to develop resources and effective ways to share learning, developing networks, facilitating workshops and roundtables, identifying funding, and ensuring that CEE provides the support that our members need.

We are looking for someone with a strong knowledge of community energy and a passion for helping community-led sustainable energy solutions succeed and grow. We need a conscientious, organised person who can take their own initiative and work well within a team, communicate effectively and produce high quality work when managing a wide variety of tasks and responsibilities. The post holder will be a pivotal member of the CEE team, working collaboratively to deliver some of our core activities.

The role is designed to be flexible and so would fit well around another job or other responsibilities.

WHAT IS WORKING AT CEE LIKE?

Working at CEE is purposeful, collaborative and creative. You will enjoy working here if you would like to work as part of a small team but with a fair degree of independence, want to get involved in varied tasks, are open to working with people from all backgrounds, and are enthused by empowering communities and tackling climate change. We operate a flexible approach to working practices and strive to be innovative and inclusive. We are motivated and inspired by the impact that our members and networks make.

SERVICE DELIVERY / KEY RESPONSIBILITIES

Creating networks and resources

- Develop resources and dissemination mechanisms to enable the longer term sharing of learning and peer support at both a national and regional level, which will feed into CEE's ongoing programme of work
- Work with the Local Energy Hubs (now called Net Zero Hubs) to create an easily accessible central repository for learning emerging from Rural Community Energy Funded projects
- Identify and share good practice in the sector's work/interaction with local government, network operators and local enterprise partnerships
- Develop a database of community energy projects and map key member activity
- Further develop CEE's How To webpages
- Research funding opportunities for both the sector and CEE.

Relationship management and member support

- Build a strong knowledge of and relationships with our member base
- Support CEE to identify trends within the sector, and opportunities for and threats to member activities
- Facilitate roundtables to share learning and explore responses to opportunities and threats
- Build relationships with key stakeholders within and beyond our networks, carefully evaluating potential collaborations.

General and team working

- Contributing to organisational strategy, opportunities and challenges as a valued team member
- Leading on identified ad hoc projects to support the leadership team
- Deputising for the Projects & Operations Manager and Policy & Advocacy Manager in their absence
- Representing CEE at relevant meetings and events
- Undertaking other duties appropriate to the post.

Key stakeholder relationships

Internal

- Projects & Operations Manager
- Executive Team
- CEO & Board.

External

- Member organisations
- Funders
- Public commentators
- Parliamentarians
- Event partners
- Media sponsors.

Key deliverables

- Building CEE's profile in line with the communication strategy
- Developing and managing events to increase member engagement and enhance CEE's role as an advocate
- Managing and building strong relationships with CEE's membership.

PERSON SPECIFICATION

Person Specification	Essential	Desirable
Creating networks and resources		
Knowledge of community energy, emerging business models, opportunities and challenges	X	
Experience of undertaking research & analysis	X	
Experience of producing online content		X
Identifying and applying for funding opportunities		X
Relationship management and member support		
Comfortable communicating and building constructive working relationships with a diverse range of stakeholders	X	
Experience of event analysis and reporting	X	
Proven track record of developing events strategies, managing budgets and raising income e.g. through event sponsorship		X
Relationship Management & Member Support		
Comfortable building constructive working relationships with a diverse range of stakeholders	X	
Experience of organising working groups, roundtables or events	X	

Experience of membership organisations		X
Experience of working with national government, local authorities, network operators and/or local enterprise partnerships		X
General Team Working		
Working knowledge of business software and familiarity with tools and software for online communications	X	
Collaborative working style but also able to act with minimal supervision, prioritise quickly, focus on what's important and work accurately at speed	X	
Willingness to work occasional unsocial hours, to travel as required (with notice)	X	
Commitment to engage with and improve diversity, inclusion and equity within CEE and in external work	X	
Commitment to sustainability and 'greener' approaches to office work	X	

BENEFITS, TERMS AND APPLICATIONS

Location: Working from home with option to also work in our Sheffield office as we move to hybrid working.

Salary: £25,000-£30,250 (pro rata) per annum, depending on experience.

Hours: Part-time (~21 hours) with flexible working encouraged, this post would be ideal for someone already working part-time in a volunteer or paid capacity in the community energy sector. Please contact us with any further questions regarding hours. Very occasional travel and weekend/evening working (with notice) may be required, for which time off in lieu will be arranged. Travel expenses will be paid by CEE in line with our sustainable travel policy.

Contract Period: 12 months.

Start date: ASAP.

Reporting to: Projects & Operations Manager.

Leave: 25 days paid holiday a year (pro-rata) plus Bank Holidays.

Pension: Minimum 7% employer pension contribution.

Other Benefits:

- Cycle to Work scheme
- Climate Perks scheme, which offers extra 'journey days' of annual leave to empower staff who choose low-carbon holiday travel
- Flexible working arrangements.

Application process

If you would like to apply for this opportunity, please send your CV with a covering letter of a maximum of 3 pages, demonstrating your suitability, how you meet each of the key requirements and why you are interested in this role, to Charlotte Heywood - c.heywood@communityenergyengland.org.

We are using a blind recruitment process in an effort to reduce bias in the hiring process. **Please ensure that you exclude all identifiable information from both your cover letter and CV, such as your name, age, ethnicity and gender.** Your application will then be assigned a number before being passed on to the recruitment panel.

We also ask that you complete the Diversity and Equal Opportunities Monitoring Form for Applicants. The personal information you provide will be treated as strictly confidential and will be used only for diversity and equal opportunities purposes. It will not be taken into consideration for shortlisting or interviewing purposes. If you decide not to complete this form it will not prejudice your application in any way.

The closing date for applications will be 9am, 29 November 2021. Late submissions will not be considered. All applications will be acknowledged, but only shortlisted candidates will be interviewed. Interviews will be held online on Friday 15 December 2021.

If you would like an informal conversation about the role and the organisation before applying, please contact Charlotte Heywood - c.heywood@communityenergyengland.org.

Applicants must have the right to work in the UK.