Head of Capacity Building

Applicant information pack

Salary: £37,100 - £42,700 p.a. (pro rata if part time), with scope to increase to £47,700 per year as the role develops
Hours: 35 hours per week (requests for 28 hours per week and above will be considered, as well as variable and compressed hours)
Contract period: 3.5 years (extension subject to funding)

About us

Community Energy England (CEE) is a membership association for and created by the community energy sector. Our mission is to create the conditions within which community energy is able to thrive and scale. We do this by:

- **Supporting** a pipeline of community energy organisations across England to grow in scale and impact;
- **Advocating** for a policy and regulatory environment that supports the growth of community energy;
- **Facilitating** opportunities across private, public and community sectors for new collaborations and investment.

We have a growing network of over 300 member organisations, including community energy enterprises and other supportive organisations from the private and public sectors, and we work with a wide range of other associations and networks.

We are a small, dynamic and collaborative team. Working for us means you'll be making a direct contribution to tackling climate change, increasing community resilience, and making the future energy system fairer.

You can find out more about us and what we do on our website.

About this role

We are seeking an experienced project and people manager to develop new workstreams to increase the scale and impact of community energy in England and to respond to the needs of our growing membership.

This new role will lead on the design and delivery in England of a new UK-wide Energy Learning Network that aims to empower communities to deliver innovative and impactful energy projects and services, and to ensure a long-term, sustainable route for community energy across the UK. The Network is led by Ashden and delivered in partnership with Community Energy England, Community Energy Scotland, Community Energy Wales, Action Renewables and Centre for Sustainable Energy.
This is an exciting opportunity to play a pivotal role in the growth of community energy across the UK as well as to help to shape the future role of Community Energy England. The role will suit someone with experience of community energy and a passion for securing progress towards a people-centred, zero carbon energy system.

As a member of the CEE team, you will be given the opportunity to continue developing your skills and contribution to the organisation and the sector. Community energy has broad and exciting impacts and this role will provide varied experience and national reach.

**Principal roles and responsibilities**

**Strategic development of CEE**
Working with the Chief Executive, you will be responsible for developing a new workstream for CEE to increase the capacity of our members, and build new skills and pathways for employment. Initially, this will mainly be shaped around the Energy Learning Network but will expand to include developing new opportunities for collaboration and business development.

**Energy Learning Network**
You will lead on designing and delivering CEE’s part of a new UK-wide Energy Learning Network. Supported by the wider team, your responsibilities will include:

- Strategic oversight of our capacity building work and how this area of our activity contributes to our other strategic priorities and the broader Energy Learning Network.
- Building and maintaining effective relationships with the Network partners, our members, and key collaborators.
- Evidence gathering and analysis e.g. stakeholder mapping, analysing barriers, risks and opportunities, and supporting our annual State of the Sector research.
- Building a comprehensive catalogue of existing resources, events, training packages, innovation, and peer to peer learning in England. Making strategic decisions about which to share, prioritise and replace, then planning and executing delivery of these actions.
- Enhancing CEE’s website resources and contributing to the development of CEE’s new website later this year.
- Developing and implementing a communications plan and strong narrative for community energy that can be tailored for different organisations.
- Supporting our members to identify opportunities for collaboration and making strategic choices about how we provide capacity building support to enable this, e.g. development of shared services, rolling out of innovation projects, exploring innovation lab techniques.
- Creating workshops and/or online seminars drawing on the experience of our members and the wider Network.
- Speaking at a wide range of events about the multiple benefits of community energy in all its forms.

**People management and team working**
You will form part of our small senior leadership team and be an integral support to the Chief Executive. As we are a small organisation, this role will by necessity be a hands-on role too;
“doing the doing” will be an important part of enabling you to develop this area of our activity and impact. You will line manage our new Heat and Retrofit Coordinator, ensuring that learning is shared between the Energy Learning Network and other projects that we are supporting, such as the Net Zero Terrace Streets project. You will work collaboratively across the team and with our members to ensure that we work effectively and strategically. You will work with the Chief Executive to grow the team to enable us to continue to impactfully support our growing membership.

About you
You will thrive in this role if you:

● Are an experienced manager and able to think strategically and develop work areas that progress the organisation’s objectives.
● Are a persuasive communicator who can convey complex information effectively to a diverse range of people, organisations and stakeholders.
● Thrive on managing people and developing effective partnerships to deliver high quality work and be responsive to the evolving landscape our sector operates in.
● Are enthusiastic and knowledgeable about the role of community energy across the UK to deliver positive local change.
● Are able to design and deliver a range of knowledge sharing activities such as workshops, seminars or case studies to support others to learn quickly.
● Are excited by the opportunity to grow and enhance the impact that both CEE and our members have.
● Are confident making decisions and good at judging when to take action and when to escalate an issue or decision.
● Are good at planning ahead and keeping track of your work, and adapting as new opportunities arise and priorities shift.
● Are willing to take accountability and work in a self-managed way as well as working and collaborating with team members and partners.

Why Us?
Working at CEE is purposeful, collaborative and creative. We value diverse perspectives and believe that ideas and solutions are best achieved through collaboration among community organisations and with other sectors.

We value communication and helping colleagues by sharing knowledge and ideas. We are a friendly team of seven spread across England, so we’ll trust you to manage your own time. That means you can work around childcare or other responsibilities if a standard 9-5 work day doesn’t work for you. We do have weekly virtual team meetings on Tuesdays which all team members attend.

We recognise that a diverse workforce is an asset and it’s important to us that every member of our team feels able to bring their whole self to work. We’ll listen to what you tell us about your circumstances and provide the support you need to do your job well and feel confident at work.
We're a small organisation so being willing to pitch in and adapt is really important. This also means that you will get the opportunity to gain experience in a broad range of skills as well as develop strong networks across the UK.

Salary, benefits and conditions

- **Location**: Working from home with the option to work in our Sheffield co-working space. There will be the need for occasional travel to other parts of the country such as CEE’s base in Sheffield.
- **Hours**: 35 hours per week (full-time). We are also open to requests for 28 hours per week and above, as well as variable and compressed hours. Occasional weekend/evening travel and working (with notice) may be required, for which you’ll get time off in lieu.
- **Salary**: £37,100 - £42,700 (pro rata if part time), depending on skills and experience with scope to increase to £47,700 per year as the role develops
- **Contract Period**: 3.5 years (extension subject to funding).
- **Start date**: ASAP.
- **Reporting to**: Chief Executive (Emma Bridge).
- **Leave**: 25 days paid holiday a year plus bank holidays (pro rata if part-time), with an additional day after 2 and 5 years.
- **Pension**: 7% employer pension contribution.
- **Other Benefits**:
  - Cycle to Work scheme.
  - **Climate Perks** (extra annual leave for staff who choose low-carbon holiday travel).

Application process

If you need specific support to fully engage in the recruitment process, or would like an informal conversation about the role or organisation before applying, please email Lisa West (l.west@communityenergyengland.org).

Applicants must have the right to work in the UK.

To apply, send the following documents to Lisa West (l.west@communityenergyengland.org):

1. CV (no more than 2 pages)
2. Covering letter of no more than 3 pages clearly demonstrating why you are interested in this role, and how you meet the "About you" criteria.

**The closing date for applications will be 9am, Tuesday 25th June.** Late submissions will not be considered. All applications will be acknowledged, but only shortlisted candidates will be given feedback. Interviews will likely take place online w/c 8th July.