

AWEL AMAN TAWE (AAT)

Development Officer

Job Description



Awel Aman Tawe is a registered charity which is developing a programme of work to support low carbon regeneration. This post is funded through the Rural Development Programme in Neath Port Talbot.

AAT works on a number of projects including energy efficiency, renewable energy, regeneration, sustainable transport, community arts and educational programmes. It has developed two co-operatives and provides management/administrative support to both:

- www.awel.coop which owns a two-turbine 4.7MW wind scheme on the Gwrhyd above Pontardawe
- www.egni.coop which owns 179kw of solar pv on 7 community buildings in S. Wales

Job Purpose

- To work with a range of communities and community groups in identifying, developing and implementing renewable energy or energy efficiency projects, including coordination, project management, and reporting. This will include the further development of Awel and Egni Co-ops.
- The role will involve the development and delivery of renewables projects from the point of identification, through landowner signature and the planning process with the ultimate aim to deliver consented, economically viable and buildable projects to a point ready for construction.
- To carry out initial feasibility studies and provide advice for sustainable energy proposals, having regard to technical, regulatory, financial, group development and community engagement issues.
- To seek funding for energy projects and manage specialist consultants who would help to take the project forward to planning and implementation.

A relevant background might be energy consultancy, engineering, energy efficiency, renewable or energy supply industry, project management – particularly in the community sector, planning, energy management.

Responsible to:	AAT's Manager
Hours of work:	37.5 hours per week, mainly standard office hours. Occasional evening or weekend work will be required.
Contract:	The person(s) will be employed on a 2 year contract by Awel Aman Tawe, with the possibility of extension subject to funding. We welcome applicants who would consider working part time, and we would look to create job share opportunities with other applicants where appropriate.
Place of work:	This post will be based in AAT's Cwmllynfell Office AAT has a home working policy which allows for home based working as appropriate.
Salary:	£27,000 - £34,000 (will depend on qualifications and experience)
Holidays:	25 days plus statutory holidays pro rata
Notice Period:	1 month on either side
Transport:	AAT policy is to consider public transport options for every journey. However, the limitations of rural public transport provision mean that the use of a car is required for this post.
Application:	Please email a CV to info@awelamantawe.co.uk and covering letter explaining why you want to work in community energy
Closing Date:	27 th July 2018
Interviews:	Friday 10 th August 2018

Major Tasks and Job Activities

- Working with a number of new or existing community organisations to identify, develop and implement renewable energy and energy efficiency projects in Neath Port Talbot rural wards
- Provide project management or coordination to existing or new community organisations, to project delivery.
- Project coordination provided through liaison with key community personnel, liaison with funders, consultants, partners, planning authorities. Implementation of key project activities, keeping records and providing reports (verbally and in writing) to relevant stakeholders.
- Support community groups in establishing themselves as social enterprises through relevant stakeholders and their support programmes.
- Provide technical support through clear and precise reports or advice in the development of renewable energy or energy efficiency projects.

- Clear communication with AAT's project manager and other project staff on project progress and delivery.
- Identify funding sources and writing funding applications
- Supporting other AAT projects and staff as required
- AAT staff are expected to carry out their own administrative/IT work

Person Specification

Essential criteria:

- Enthusiasm for community energy, and commitment to environmental and social welfare objectives
- Technical expertise and ability, including ability to write clear accurate and concise reports
- Good general knowledge of the wide range of sustainable energy technologies and issues, including energy infrastructure in the UK
- Ability to understand and keep up to date with technical and financial issues and engage in dialogue with relevant stakeholders at all levels
- Good understanding of full project lifetime economics, with IRR and NPV indicators. Produce and maintain project specific financial assessments.
- Ability to multitask, manage own workload efficiently and achieve targets on more than one project at a time.
- A flexible, dynamic and creative approach
- A team-worker, committed to the success of the whole team and to resolution of any conflicts encountered
- Driving license and access to own car

Desirable criteria

- Experience of working with community groups or social enterprises
- Ability to communicate effectively in the Welsh language in both verbal and written form.
- Experience of working in or in support of local or other statutory authorities
- Experience of managing press and media contacts
- Social media and website skills