



Sustainable Danbury (community benefit society)

Job Description - Project Manager

Location – this is primarily a remote working role with the support of Sustainable Danbury’s board of directors via weekly in-person meetings in the Chelmsford area.

About Sustainable Danbury

Sustainable Danbury was set up in 2021 with the objective to increase local sustainability, largely through renewable energy and energy efficiency projects . Our mission is to enable and empower the local area to play a significant role in the transition to renewable energy. Sustainable Danbury is a community benefit society and is registered with the Financial Conduct Authority (Mutuals Public Register No: 8831).

Contract – Self-employed part time contract of 15-22.5 hours per week at up to £24 per hour for an initial 6 months, with possibility of extension.

To commence in January 2025. Exact hours and rate to be agreed prior to commencement.

The Opportunity

Sustainable Danbury is looking for an experienced team leader who excels in supporting community groups to achieve big outcomes. As a Project Manager you will play a leading role in delivering our contribution to the three-year National Lottery funded project ‘Community Energy People’.

As part of this you will provide professional support to enable our community benefit society to grow, help deliver locally owned renewable energy projects and develop organisation capability in employing a small and diverse team of staff and volunteers.

We actively encourage people of all backgrounds, ages, races, religions, belief systems, sexual orientations and gender identities to apply for this role. We particularly welcome applications from under-represented groups.

The role

As a Project Manager, you will be responsible for:

- Leading on the development, delivery and management of one or more renewable energy generation projects (likely rooftop solar), as decided by the board of directors, with your support.



- Recruiting and managing a small team of staff and volunteers in place to support delivery of the project/s and the overall
- Supporting the planning of local events and development of engagement programmes
- Collaborating with key stakeholders such as Local government, academia and the commercial sector to secure project outcomes are met.

Reporting to: Sustainable Danbury Board of Directors

Person Specification

Essential:

- Experience of delivering complex projects involving technical and project planning aspects
- Ability to work independently and manage your own workload to tight deadlines
- Excellent organisational skills
- Experience in managing people
- High IT literacy – including data analysis
- Ability to communicate with a range of stakeholders
- Experience of organising public events
- A commitment to equity, diversity and inclusion
- Experience of overseeing contractors / suppliers

Desirable skills and experience:

- Knowledge of renewable energy technologies
- Knowledge of the community energy sector
- Experience of writing articles for local media
- Experience of giving presentations and engaging with potential customer organisations in a professional business to business scenario
- Good social media skills
- Good knowledge of/local connections in Chelmsford area



Application:

By CV and covering email describing how fit the role requirements to
sustainableandbury@gmail.com

Closing date

Please submit your application by close of business on Friday 10 January 2025

Interview date and location:

Interviews will be 'in person' in Danbury, Essex with board members and our professional associates. Interviewing is expected to take place on 23 January 2025