

Action Renewables - Job Description & Person Specification

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| Job Title: | Project Manager |
| Reporting to: | Senior Project Manager |
| Salary Scale: | £21,952-£27,930 |

Who we are:

Action Renewables is a leading provider of renewable energy expertise, providing renewable energy services. Action Renewables is a registered charity which raises awareness of renewable energy and conducts a range of services including consultancy, project management and trading of renewable energy certificates.

Role Function:

The post holder will be part of the Action Renewables Consultancy team, working on various energy and renewable energy projects with a wide range of clients such as SMEs, community organisations and statutory bodies.

Main Roles and Responsibilities:

- Accompany Senior Project Managers on energy audits
- Interpret and analyse energy data
- Conduct research and provide input into renewable energy feasibility studies (e.g. on solar photovoltaic systems and wind turbine systems)
- Prepare information for technical reports
- Conduct research into legislation, policy and funding, specific to projects
- Compile tender applications
- Provide client management support to Senior Project Managers
- Identify and engage with potential new clients
- Occasionally represent the organisation at various stakeholder events
- Contribute to working groups within the organisation
- Support other teams within Action Renewables, as required
- Participate in other AR activities as demanded, from time to time

Requirements for the Role:

Essential

- Level six qualification (this could be a degree or equivalent level 6 qualifications) in any subject plus 6 months experience
- Proficient in the use of Microsoft office packages, including proficient using Word, Excel and Outlook
- Able to demonstrate excellent verbal and written communication skills
- Demonstratable experience of report writing for business use
- Experience of client engagement
- Experience of data analysis using Excel

Desirable

- Level 7 qualification (this could be a master's degree or equivalent level 7 qualification) in a relevant subject area
- Knowledge of renewable energy technologies
- Knowledge of energy related policy and regulations in the UK
- Full driving licence for a car and access to a car which is insured for business purposes