



Charity Delivery Officer

**Your next
step awaits**

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actionrenewables.co.uk

Recruitment Resources

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If you require this information in an alternative format or a larger font please contact Annette Herty on 028 9072 7761 or send an email to recruitment@actionrenewables.co.uk



Thank you for your interest in working at Action Renewables.

As Chief Executive Officer I am proud to lead an enthusiastic workforce who share passion and commitment to raising awareness about climate change.

It's an exciting time to join Action Renewables, we have accomplished great things since our establishment in 2003 and we will continue to develop new business lines and services that support our charitable services.

Everyone in our team has a chance to play an active part in supporting renewable energy and helping deliver decarbonisation, which has always been and remains the central focus of what we do as a charity.

By joining us, you will have a chance to make a real difference in protecting and improving the environment while being part of a welcoming team of people who will support you and help you develop along the way.

This recruitment pack outlines in more detail what we do, what we can offer you and how you can take the next step to become part of our team.

Thank you for your interest in Action Renewables.



Terry Waugh
Chief Executive Officer

We are the leading provider of renewable energy expertise in Northern Ireland.



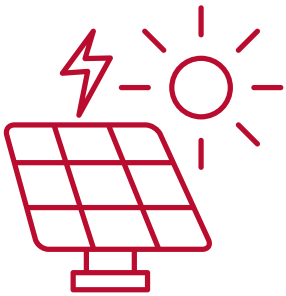
Now it's more important than ever that we continue our on-going work to remove the barriers that hinder the rate of renewable energy penetration.

We are a small but well-structured organisation with 30 permanent members of staff, and we are based at our offices in Boucher Business Studios in Belfast.

Our activities are principally financed from the trading functions of our subsidiaries, particularly Action Renewables Energy Trading (ARET) Ltd. ARET is a private company, and a wholly owned subsidiary of Action Renewables. ARET takes its direction from and reports to the Board of Action Renewables.



OUR CHARITABLE AIM



Deliver renewable energy projects

Our aim is to achieve our charitable objectives through the delivery of renewable energy projects across Northern Ireland and specific global projects that will have a direct benefit to the communities in which they serve.

OBJECTIVE 1

Promote energy efficiency and renewable energy

Advance to the benefit of the public, the protection and improvement of the environment through the promotion of energy efficiency and renewable energy by:

1.1

PROMOTING GOOD ENVIRONMENTAL PRACTICE

1.2

PROVIDING INFORMATION AND ADVICE

1.3

PROVIDING CONSULTANCY SERVICES TO COMMUNITIES

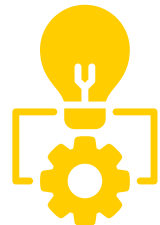
1.4

CONDUCT RESEARCH INTO ENERGY CONSERVATION AND RENEWABLE ENERGY TECHNOLOGIES

OBJECTIVE 2

Energy efficiency education

Advance the education of the public in energy efficiency and renewable energy by increasing awareness of the benefits of reducing carbon emissions and of promoting effective ways to make such reductions.



Our vision is to create a Northern Ireland which recognises the serious impacts of climate change. We will take measures to prevent and mitigate against those impacts, through the promotion of renewable energy products and services and addressing energy efficiency, alongside new developments in renewable fuels for transportation.



We are one of the longest established renewable energy companies in Northern Ireland.

What makes us unique is our charity footprint and our drive to support our community through our charitable activities. This gives us a competitive edge over others in our industry and has enabled us to grow and develop steadily over the last 20 years.

The need for the services we provide has never been greater. Whilst we focus on growing and exploring business activities you will have a chance to make an impact and help transform the world we live in.

We are small enough to be called a family, yet there is ample room for progression for those who show determination and enthusiasm. For those who want to understand how an organisation works from top to bottom, and gain an invaluable insight into organisation behaviour, this is the place to be.

At Action Renewables, anyone with enthusiasm and determination is welcome to bring their ideas forward and input into how we manage our future as an organisation. We will be able to support you in your professional development and in your progression through the organisation. If you have talent and determination, and you want it to be recognised and appreciated, then this is the place to be.

Our team is passionate and collaborative: We make time for regular communication team briefs and recognise the importance of connecting with each other which we enable with regular get-together in the office and team building 'away days'.

If you have talent, determination and passion for renewable energy and you want it to be recognised and appreciated, **Action Renewables is the place to be.**



“

Being part of a company that is paving the way towards a more sustainable future through renewable energy provides me with a sense of achievement, and proves that everyone can have a part to play in combatting climate change.

David Maze
Senior Project Manager

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Our charitable activities reflect our views on the need for climate change mitigation and the need for renewable energy.

As a charity we are proud to support charitable projects where renewable energies can be utilised for the benefit of our local and international communities.

Action Renewables has donated £14,000 to Mulanje Mission Hospital in Malawi towards the installation of solar panels and battery storage.

Two Action Renewables staff members, Jonathan and Lana, recently visited Mulanje Mission Hospital in April 2023 – you can read about their trip [here](#).



Action Renewables is continuing its commitment to fund a scholarship programme with Ulster University. The Action Renewables Energy Storage Scholarship will be open to Ulster University students starting an MSc in Energy Storage (full time) at the Belfast Campus. As a charity, Action Renewables aims to mitigate against the effects of climate change, and this new Scholarship is intended to support students in that goal.

Our Solar PV Programme to support not-for-profit organisations in reducing their energy costs and CO₂ emissions by offering low-cost electricity from renewable generation.

Carrickfergus Sea Cadets is one of many beneficiaries availing of our Solar PV support programme.



Charity Delivery Officer

We are recruiting for two Charity Delivery Officer roles within our project delivery teams.

Summary of the Roles:

The post holders will be part of the Action Renewables charity delivery team, carrying out work activities to provide support to the Head of Charity Delivery. They will be expected to be familiar with the company's charitable activities, issues affecting the charity, and the development of sustainable energy.

The Charity Delivery Officer will be expected to support the delivery of existing charitable activities within Action Renewables and help to develop new projects in line with our charitable objectives. The role will require skills in administration, data and spreadsheet management, time management and strong communication skills.

Successful candidates will be task orientated and self-driven, capable of delivering against tight deadlines and meeting overall targets. They are expected to be capable of multi-tasking and being committed to supporting the fulfilment of the company objectives.

Hours of work

- 37.5 hours per week
- Daily hours of work are 09:00 – 17:00, Monday to Friday
- Opportunity to work from home up to two days per week (non-contractual)

Location

Action Renewables, Boucher Business Studios, Glenmachan Place, Belfast

Reporting Line

Reporting to Head of Charity Delivery

Key Responsibilities of the role:

- To be a member of the Action Renewables Charity Delivery Team and contribute to the Charitable objectives of the company
- Provide support to the Head of Charity Delivery
- Deliver & oversee the management of charitable activities within Action Renewables such as the Solar Photovoltaic Support Programme and report against targets: <https://actionrenewables.co.uk/charity/>
- Monitor and evaluate the impact of renewable energy projects on communities and the environment.
- Help develop and manage the Action Renewables Network to include webinars, seminars and site visits.
- Assist in responses to relevant policy consultations, as part of a team (internal support will be provided)
- Develop Action Renewables' charity relationship with various public and private bodies
- Represent the charity at industry events, policy discussions, and networking meetings.

Charity Delivery Officer

Essential Criteria:

- Level 6 Qualification in a relevant subject or 5 years relevant experience
- 2 years project or programme management experience
- Excellent communication and presentation skills
- Evidence of contributing to organisational development
- Evidence of developing a new project or programme
- Experience of teamwork
- Evidence of capability of problem solving and developing innovative solutions
- Experience of managing demanding deadlines and multi-tasking
- Excellent verbal, written and numeracy skills (Including experience of effective report writing)
- High level experience of IT systems including Microsoft office packages

Desirable Criteria:

- Knowledge of energy policy in Northern Ireland, ROI and GB
- Knowledge of Renewable Energy Technologies
- Experience of developing and managing seminars
- Level 7 Qualification or equivalent in a relevant subject area
- Full driving licence

Charity Delivery Officer

Salary

The posts are permanent and have a salary range of £29,906 per annum.

Pension

3% employer contribution, rising to 8% after 2 years of service.

- Additional voluntary contributions can be made to increase your retirement benefits

All Action Renewable Staff Members enjoy:

- 25 days annual leave per year and the opportunity to buy additional holidays
- 12 days bank holidays per year
- Career progression opportunities and professional development with a training allowance of £500 per year plus additional identified and agreed training opportunities
- Annual salary review
- Health Cash Plan
- Onsite Car Parking
- Regular team building and 'Away Days'





How to Apply

Please read the job description and person specification carefully as these outline the responsibilities and expectations of the role.

To apply, submit your application online by completing the 4 competency based questions, uploading your CV, Equal Opportunities form and optional cover letter via the link below.
actionrenewables.co.uk/careers

Action Renewables is an equal opportunity employer and welcomes applications from all sections of the community.

Applicants must have the right to work in the UK as we do not provide sponsorship.

Selection and Assessment Process

Should you meet shortlisting criteria you will be invited to participate in a selection and assessment process.

Candidates will be required to demonstrate during the selection and assessment process that they satisfy the core requirements of the post as set out in the job description and person specification.

The successful candidate will also need to undergo relevant pre-employment Access NI screening checks.



Closing Date for Applications

The closing date for applications is **12:00 noon on Friday 7th March 2025**

Recruitment and selection feedback



Scan to provide **application feedback**



Scan to provide **interview feedback**