



Action Renewables

Job Description & Person Specification

Job Title: Head of Charity Delivery

Reporting to: CEO

The post is permanent and has a salary range of £46,000 - £57,000 (depending on - experience). Other benefits include 29 days of annual leave plus 12 statutory days, mileage, pension, expenses, free on-site parking, and a fully paid health plan with Benenden.

Working from home flexibility is part of our new working arrangements. As an equal opportunity employer, we recruit based solely on the individual's ability to perform the role, and that has allowed us to create an inclusive workplace which celebrates the diversity of our teams.

Role Function:

The post holder will be part of the Action Renewables Senior Management team, reporting directly to the CEO, carrying out work activities to provide support to the Executive Management Team. In this newly created role, the Head of Charity Delivery will be responsible for the design, setup and ongoing management and delivery of existing charitable projects within Action Renewables, and to develop new projects in line with our charitable objectives. They will be expected to be conversant with the company's existing charitable activities, issues affecting the charity, and the development of sustainable energy. The main purpose of the role is to ensure effective and robust project delivery across the organisation.

Capable of managing committee meetings and reporting at board level, the Head of Charity Delivery will be a great communicator and will have excellent interpersonal skills, allowing them to be an ambassador for the Charity, to make presentations at high level, and to maintain strong relationships with various stakeholders.

About Action Renewables

Established in 2003, Action Renewables is a leading provider of renewable energy expertise. We are a registered charity and a company limited by guarantee. Our vision is to support a world which recognises the climate emergency and to take measures to prevent and mitigate against those impacts, through using renewable energy, energy efficiency, renewable transport, and renewable products.

More information can be found on our website: <https://actionrenewables.co.uk/>

Main Roles & Responsibilities:

Strategic leadership

- *Promote the work of Action Renewables where appropriate.*
- *Represent and present on behalf of Action Renewables in local partnerships, stakeholder networks and forums.*
- *To positively represent Action Renewables with the media, professional bodies, local authorities, and other appropriate statutory and voluntary agencies.*
- *To promote a positive image of Action Renewables through the development and maintenance of excellent professional working relationships with key stakeholders.*
- *To be regarded internally and externally as a figurehead and ambassador for the charity.*
- *Help maintain a positive working culture where everyone is respected.*
- *Be a visible, effective leader who is respected at all levels.*
- *Be a strong team player.*
- *Act as a charity mentor to all staff.*

Governance

- *Report Directly to the CEO.*
- *Report on an as required basis to the Chairman and Board of Trustees, and regularly to the Charity Committee Trustees.*
- *Keep abreast of developments in charity legislation and environmental trends and to ensure that that Action Renewables' charity policies and practices are updated accordingly, that the Executive Management team are updated,*
- *Ensure that opportunities are maximized through the development of new charity activities where appropriate.*
- *Make informed decisions, considering the holistic needs of the charity.*
- *Keep abreast of internal and external developments and respond accordingly.*

Partnership Relationship & Management

- Enhance relationships and strategic partnership agreements and arrangements with various public and private bodies.
- Act as a member of and provide support to the Action Renewables Executive Management Team and contribute to the strategic development of the charity.
- Work closely with the Senior Management Team and the Senior Project Managers in all aspects of requirement for the Charity projects.

Charity Delivery Management

- Manage, monitor, and report progress of charitable activities towards quarterly and annual targets, and act, as appropriate, when necessary.
- Report on progress of complex projects at Executive and Board level.
- Develop new charity activities in line with strategy and budgetary parameters, with guidance from the Executive Management Team, the Charity Committee and the Charity Trustees, and manage existing charitable activities within Action Renewables such as the Solar Photovoltaic Support Programme and report against targets <https://actionrenewables.co.uk/charity/>.
- Manage and be accountable for the charity budget allocation and spending on capital and revenue projects.
- Redevelop and manage the Action Renewables Energy Association (AREA) to include webinars, seminars, site visits, and ensuring that it is financially secure.
- Develop and monitor strategies and processes for ensuring the long-term viability of all charitable projects.
- Oversee responses to relevant policy consultations, as part of a team (internal support will be provided).

Other/General

- Carry out any other work or duties, as the role develops, that are reasonably requested.
- Problem solve and resolve complex, contentious, or sensitive matters.
- Act diligently with a high degree of accuracy and attention to detail.
- Manage own professional development utilising available learning resources and other opportunities.

Requirements for the Role:

Essential

- Level 7 qualification, or level 6 Qualification in a relevant subject with 5 years relevant experience to include leading and project managing complex projects and/or programmes.
- 2 years' experience in a senior capacity reporting at CEO or board level
- Proven ability to establish credibility with internal and external stakeholders, with excellent influencing skills to build and maintain relationships and work collaboratively.

- *Excellent communication and presentation skills, with experience of producing reports and presentations for a senior audience.*
- *Experience of leading programmes which contribute to organisational development.*
- *Evidence of project planning and development, including experience of setting and measuring impact, outcomes and outputs and ability to report on these.*
- *Good decision-making skills and confidence in making strategic and operational decisions, with the capability of developing innovative solutions.*
- *Excellent planning and organisation skills to be able to plan and organise work at both a strategic and operational level, managing demanding deadlines and multi-tasking.*
- *Excellent verbal, written and numeracy skills.*
- *High level experience of IT systems including Microsoft office packages.*

Desirable

- *Knowledge of energy policy in Northern Ireland, ROI and GB*
- *Knowledge of Renewable Energy Technologies*
- *Recognised project management qualification (e.g. PRINCE2, Agile, PMP, AMP etc.)*
- *Experience of developing and managing seminars*
- *Full driving licence*