



## JOB DESCRIPTION

**Job title:** Energy Learning Network Programme Lead.

**Job purpose:** To lead the delivery of a UK wide Energy Learning Network, to enable community groups focusing on energy to maximise and scale their impact.

This role will be responsible for effective coordination across the partnership, as well as for Ashden project deliverables such as a mentoring programme, case studies or delivering workshop programmes.

The UK wide Energy Learning Network is a new initiative funded by the National Lottery Community Fund, led by Ashden and delivered in partnership with Community Energy England, Community Energy Scotland, Community Energy Wales, Action Renewables and Centre for Sustainable Energy.

**Terms and conditions:**

Fixed term contract until March 2028.

3 / 4 days per week.

Remote working with occasional travel to the London office.

**Reports to:** Head of Cities.

**Responsible for:** Management and co-ordination of the overall project, its partners, associated boards and key deliverables.

Occasional oversight of interns.

### Duties and key responsibilities

Bringing excellent partnership and project management skills to lead the delivery of a UK-wide Energy Learning Network, to enable community groups focused on energy to maximise their scale and impact, whilst supporting those new to the sector too.

Organising and managing:

- Lead delivery of the Energy Learning Network, ensuring it delivers its stated outcomes, stays on time and budget.

- Organise and lead Project Management Group meetings (consisting of representatives across the six implementing partners) for the Network.
- Lead the Energy Learning Network's Project Accountability Group, ensuring all views are heard and positive relationships sustained.
- Approve and oversee the work plans of external consultants including an evaluation partner.

#### Improving and innovating:

- Take an outcomes-focused approach to project management, continuously monitoring and reviewing progress. Adjust plans as necessary to achieve results.

#### Communicating and influencing:

- Develop and maintain clear and productive communication channels with Energy Learning Network partners and other key individuals and organisations.
- Write and contribute to written outputs including but not limited to blogs, reports, case studies and project progress reports.
- Work closely with the communications team to ensure that learning from the network is widely shared and communicated including Ashden's Learning Out Loud approach.
- Be a spokesperson for the network supporting the engagement of partners, key stakeholders, policymakers and community networks through presentations, workshops, case studies, articles or progress reports.

#### Collaboration and teamwork:

- Develop positive, productive working relationships with Energy Learning Network implementing partners and funder, external consultants and other key stakeholders.
- Contribute constructively to team meetings, proactively share information that may be relevant to team members and support all colleagues equally.
- Ensure meetings run smoothly and have positive outcomes, ensuring clear, accurate preparatory papers, minutes or summary papers are written where needed.

#### General responsibilities

- Represent and be an ambassador for the Network and Ashden.
- Be proactive in keeping up to date with developments affecting your work and maintain and improve personal competence through continuous professional development.
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Support and promote diversity and equality of opportunity in the workplace.
- Support and promote sustainability and carbon reduction actions within Ashden and our wider work.

#### **Specific duties and key responsibilities**

- Project management of the Energy Learning Network: coordinating implementation across partners; closely track progress against the project plan and monitor expenditure against budget.
- Directly implement key activities of the Energy Learning Network with the support of partners, including but not limited to: leading quarterly online UK wide workshops to share learning on community energy; coordinate a UK wide peer mentoring programme for community energy; develop UK wide learning resources, with support of partners.
- Work closely with the Grant Fundraising Lead to ensure compliance with the grant agreement terms and condition. Provide informal updates and formal reports in line with the funder terms and condition.

### Scope and accountability

Decision making and limits of authority.	Responsible for continuously evaluating the Energy Learning Network and in consultation with implementing partners and the funder, deciding when to take a new approach to ensure successful outcomes.
	Seeks advice from senior staff if the Energy Learning Network faces significant problems, and when dealing with difficult contractors/stakeholders.
Financial resources.	Responsibility for managing the Energy Learning Network project budget. The total value per annum is approximately £375,000 per year.
Information resources.	Ensure articles, reports and publications are suitable for publication (including being proof-read and designed where necessary).
	Proactively monitors external information sources (eg news, published research, social media) and shares with colleagues as appropriate.
	Use of social media channels as a tool to disseminate information and update on the work as appropriate.
People management.	No direct line management but coordination of project partners required. Occasional oversight of interns.
Legal, regulatory and compliance.	Responsible for the project and conforming to all necessary legal requirements including GDPR, safeguarding and copyright.  Ensure compliance with Ashden Safeguarding policies and procedures.  Personal compliance with Sainsbury Family Charitable Trusts health and safety procedures, Equal Opportunities & Diversity procedures.

## **Personal Specification**

### **Experience**

- Have managed complex partnerships, coordinating multiple stakeholders, accountability boards or project management groups.
- Well-developed project management skills including managing internal and external contracts to deliver agreed objectives on time and within budget.
- Experience of developing and presenting in a compelling way to decision makers and influencers, leading such external relations.
- Have worked independently and within a team, contributing to the success of others as well as self.
- Delivered workshops and events to gather and share learning increasing levels of knowledge.

### **Skills and abilities**

- Strong leadership skills. Able to initiate and develop positive relationships with a diverse range of people and organisations, whether face-face, by email or over the telephone.
- Diplomatic and politically sensitive, able to represent the Energy Learning Network at external meetings and high-profile events.
- Able to think and act independently, as well as take direction from senior staff and respond to external expert advisors.
- Comfortable working with stakeholders across community energy (policy and practice).
- Able to write accurately for documents such as meeting agendas, minutes, briefing notes, blogs and case studies, and concisely capture the most relevant information.
- Able to meet deadlines under pressure, often balancing conflicting priorities.
- Able to manage budgets – tracking expenditure against budget and take corrective action as needed.

### **Knowledge and expertise**

- Knowledge and understanding of the UK community energy sector.
- Project management training desirable.

### **Personal attributes and other requirements**

- Able to be flexible about working hours and locations, including working remotely and travelling to meetings around the UK which may include overnight stays.
- Highly motivated self-led learner who keeps abreast of developments.
- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.
- Commitment to carbon reduction through working practices.

