



## Job Description

### Sheffield Renewables PROJECT MANAGER

Salary:	£32,000 pro rata
Responsible to:	Sheffield Renewables Board
Hours per week:	2 days – due to the nature of the post and the workload it is expected that the days and hours worked will be required to be flexible and subject to change. The post will include regular evening and weekend meetings, and events.
Location:	Our offices @ South Yorkshire Energy Centre, S2 3EE
Contract:	Anticipated 6 month contract (with potential for extension based on success of role)

#### Purpose of the job

The Project Manager will be responsible for managing the identification, securement and development of new Solar PV Projects for Sheffield Renewables. As envisioned the role is primarily project/relationship management with a strong focus on establishing viable projects with partners in the Sheffield city region. It should be noted that, although beneficial, knowledge of technical solar PV matters is not a requirement. Support on technical solar PV issues will be provided by existing Sheffield Renewables volunteers. The role will require working closely with our Board Members as well as existing and new volunteers.

#### Specific Tasks

- Responsible for leading on the identification and securement of the Solar PV Projects.
- Managing our site survey and feasibility programme to review potential sites.
- Lead on the development of relationships with the owners/users of our preferred project sites, including negotiating and securing necessary consents and agreements.
- Managing any necessary professional consultancy services required as part of the securing of Solar PV Project sites.
- Monitor and manage risks and issues associated with the development of Solar PV Projects.
- Lead on the development of an up to date Solar Business Plan for the delivery of our next pipeline of Solar PV sites
- The recording and collation of project information and preparation of reports for Directors and partners as applicable.

In addition to the specific tasks above, the post-holder will:

- Maintain and develop links and partnerships with other organisations and agencies, including funders and the wider community energy movement.
- Keep up to date with advances in the community energy movement, and highlight potential opportunities for Sheffield Renewables.
- Help identify, develop and secure new business opportunities and funding which help Sheffield Renewables progress its aims.
- Initiate communications to members, volunteers, supporters and the public with regards to the Solar PV Projects where necessary
- Work within Sheffield Renewables' Policies paying particular attention to, environmental sustainability, equal opportunities, a health and safety culture and good employee relations.
- Report to Directors and other meetings as required.
- Help the Directors with the management and organisation of Sheffield Renewables.
- Undertake own administration (IT equipment supplied).