

Retrofit Somerset Project Manager

Project Purpose

This project will research and design a permanent, over-arching, not-for-profit service for Retrofit Somerset to promote whole house retrofit to the 'able to pay' sector, at scale and at pace, within Somerset. The project will determine where this service is best placed, either within current retrofitting organisations in Somerset or as a separate entity. The aim of the 1-year project would be to build an investible business plan with strong stakeholder support that could then attract significant funding from Somerset Council and other sources.

The project will also include:

- Research and analysis to recommend the most appropriate software/IT solution to support the new service.
- Engagement with contractors and the supply chain in Somerset to enhance the delivery of retrofit across the communities, ideally to deliver multiple installations at discount, and develop the Green Directory and resources on the RetrofitSomerset.info website.
- Engagement with community groups via Somerset Climate Action Network to enable outreach in their communities to empower retrofit action.
- A Retrofit Symposium in Autumn 2023 bringing together key stakeholders from across Somerset to discuss the topic and present future options for "Retrofit Somerset"

Role & Responsibilities

The 12-month project will:

- Engage with a wide range of organisations working to promote retrofit in Somerset including Town and Parish Councils, Somerset Council, community energy organisations, charities and advice services. This process will involve regular workshops and one-to-one engagement led by a steering group.
- Evaluate emerging models, such as People Powered Retrofit, to see if these could be replicated or adapted for use in Somerset.
- Consider issues of scale, such as whether a county-wide or more locally-based model of delivery has been found to be most effective elsewhere and therefore would be most appropriate for Somerset.
- Explore long-term funding options including working with Somerset's Community Energy groups to understand whether existing community funds could be harnessed to support local retrofit delivery.
- Test models of engagement with at least two community organisations already active in this space, to create a replicable blueprint for communities to follow.
- Work with newly developed Local Community Networks (LCNs) in Somerset to strengthen community support where there might be little existing.
- Continue to develop the Retrofit Somerset Green Directory and website, engaging local contractors and investigate opportunity for a bulk discount retrofit delivery scheme.
- Assess different software and IT products that interact with the national EPC database and provide information about the performance of the housing stock, as well as a platform for the scenario modelling and the production of retrofit plans, for the project to invest in the right solution.
- Produce a costed business plan and recommended governance structure for 'Retrofit Somerset' that is ready for investment that has widespread stakeholder buy-in by the end of 2023

Working Relationships and Contacts

- Managed by the project steering group made up of Somerset Climate Action Network (Somerset CAN) and the councils reps from the Somerset Retrofit Accelerator project.
- You will engage with the Somerset CAN community organisations and the Community Energy entities across Somerset to help deliver the project outcomes.
- Engagement with other community lead retrofit schemes and councils across the country to identify best data sets and accessibility to ensure can be used to empower action on retrofit by communities and householders.

GENERAL RESPONSIBILITIES

- To take personal responsibility for decisions on your work, seeking assistance and input from others as appropriate.
- To plan and prioritise your workload to achieve high standards and meet agreed deadlines, adjusting readily to suit changing circumstances.
- To communicate clearly, confidently and persuasively using appropriate language and style for target audience, including: (a) listening carefully and checking for understanding and providing challenge where appropriate; (b) where necessary, synthesising complex issues to develop appropriate insights and conclusions, and (c) demonstrating good attention to detail in project reports.
- To represent yourself and Somerset Climate Action Network positively within and outside Somerset Climate Action Network (including representing Somerset Climate Action Network to external clients, partners, funders and wider public) and encouraging action by others in line with this project and Somerset Climate Action goals.
- To use resources (including your time) efficiently, effectively and maintain accurate records.
- To keep up to date with information required for this role, including seeking opportunities to develop relevant skills and capabilities and sharing knowledge readily with others.
- To consider wider organisational impacts in carrying out your work (including to our carbon footprint).
- To comply with Somerset Climate Action Network's policies and procedures, as adopted and updated from time to time.
- To be responsible for your own health and safety and that of your colleagues in accordance with Health and Safety legislation .
- To ensure Somerset Climate Action Network's core qualities of commitment, collaboration, conscientiousness and initiative feature in your own work and in your working relationships with others during this project.

Place of Work and other Requirements

- This post is home based but will require travel around Somerset when engaging with some stakeholders.

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Person Specification

Requirements	Essential	Desirable
Educational / Professional Qualifications	<ul style="list-style-type: none"> GCSE Maths and English Grade A-C or equivalent . 	<ul style="list-style-type: none"> Recognised Project Management qualification. Recognised retrofit qualification
Experience	<ul style="list-style-type: none"> Experience of engaging with contractors and supply chains Experience of writing a business plan Experience of analysing and comparing data 	<ul style="list-style-type: none"> Experience of having designed and run successful community consultations and engagement processes. Understanding of the challenges (and options) associated with traditional buildings. Experience community energy governance and business model development.
Knowledge and understanding	<ul style="list-style-type: none"> A strong understanding – and ideas – for how local and community organisations can play key role in accelerating retrofit. Good working knowledge of a range of energy efficiency and low carbon technologies for homes/buildings. Understanding of local retrofit supply chain challenges. Knowledge of various organisations offering datasets for home data to identify retrofit measures. 	<ul style="list-style-type: none"> A good understanding of renewable energy and smart energy systems (in a UK context). Knowledge of national home energy policy and programmes. Awareness of relevant support networks, trade bodies and quality standards for retrofit.
Skills/Abilities	<ul style="list-style-type: none"> Proven ability to work with and effectively manage relationships with a range of stakeholders including volunteers. Self-motivated with an ability to translate a passion for retrofit and addressing the climate emergency into practical actions and initiatives. Excellent written and verbal communication skills, with the ability to engage a wide range of people in an appropriate manner. Excellent Project Management skills - including funding relationships, budget and finances, matrix management of colleagues, quality assurance and learning. An efficient and collaborative approach to work with good time management skills, including priority setting, multi-tasking and problem-solving. 	<ul style="list-style-type: none"> Excellent (online and in-person) communication skills. Ability to innovate - forward-thinking and open to testing new methods and working collaboratively. Ability to lead active learning - participating in the learning process rather than passively taking in information. Ability to develop and/or review business cases for investment in renewable energy and building upgrades.
Other	<ul style="list-style-type: none"> Skilled in use of MS office applications including Word, Excel, Powerpoint and Outlook. Full, clean driving license. 	