

Carbon Co-op

Carbon Co-op domestic retrofit project officer

Job advert

Deadline: 5pm, Tuesday 5th March 2019

Time: 0.6-1.0 FTE

FTE: £28,428

Start date: March/April 2019

End date: Permanent

Status: payroll/PAYE

Location: Manchester City Centre

Application: please submit a recent CV along with a maximum two page covering letter outlining your suitability and how you meet the essential elements of the role as outlined below.

1. Introduction

Carbon Co-op (<https://carbon.coop>) is an award-winning, fast growing not-for-profit, social enterprise based in Greater Manchester, UK. We pilot innovative, low carbon projects and provide support services to our householder members and the wider community.

We are seeking a new team member to contribute to our work on domestic retrofit and lead on our four year Friends Provident Foundation-funded, Energy Empowerment Greater Manchester project. You will be part of an inter-disciplinary team of people developing citizen-led solutions to creating a market for domestic deep retrofit in Greater Manchester and beyond.

This role will involve:

- Project management, co-ordination and supply chain engagement
- Communication of technical, building physics concepts to a lay, householder audience
- Overseeing Carbon Co-op's peer-learning membership network
- Overseeing our domestic retrofit training programme

The role requires a mixture of skills and aptitudes, combining service design and delivery, supply chain engagement and facilitating peer learning within a network of householders. The role will involve close collaboration with other team members, as such, we anticipate applicants will have strengths in some rather than all areas.

2. Self-management

Carbon Co-op operates a self-management workplace and staff members should be comfortable operating within this framework: working within collaborative teams and taking on responsibility for your own projects and decisions whilst consulting and collaborating with others. Some contribution to organisational administrative work will be required. More information on self-management can be found here: <http://www.reinventingorganizations.com>

3. Equal opportunities

Carbon Co-op is an equal opportunities employer, we offer flexible working practices and encourage applications from people with suitable skills no matter what their background or ability. If you are interested in this position and feel you have the skills required to deliver this role and contribute to the organisation please apply for this post.

4. Flexible/Remote Working

The time commitment for this post is between 0.6 - 1 FTE. Please state your desired work commitment in your covering letter and at interview. Some weekend and evening work will be required to cover events and training sessions. Though based in Manchester City Centre, we can support flexible and some limited remote working arrangements subject to prior agreement. Please state any requirements for flexible working in your covering letter and at interview.

5. Outline of the role

The below describes the desired Essential, Preferred, and Useful characteristics of applicants.

i) Skills and experience

Essential

- Minimum 2 years experience of project management or project coordination.
- A science or engineering qualification (ie to degree level) or similar experience, demonstrating technical literacy and an understanding of general scientific or engineering concepts.

Preferred

- Experience of operating within the construction sector with contractors or suppliers
- Experience of developing communication materials (fact sheets, guides, podcasts etc) communicating technical issues to a lay audience
- Experience of facilitating peer learning and knowledge sharing within a group, network or co-operative
- Development or administration of training programmes

Useful

- Knowledge of the basic concepts of Building Physics as they relate to domestic properties.
- Experience of overseeing or delivering retrofit or energy efficiency works
- Experience of environmental, social enterprise, Community Energy or co-operative sector
- Experience of a Service Design process or project
- Experience of Community Finance

ii) Person specification

Essential

- Able to plan work strategically, prioritising competing aims, timeframes and capacity.
- Able to co-ordinate an interdisciplinary team or partnership to effectively deliver a project or task.
- An excellent verbal and written communicator, enthusiastic and engaging
- Able to deal sympathetically with householders, contractors and customers alike, able to pro-actively solve their problems

Preferred

- Ability to facilitate groups in order to enable shared learning
- Able to demonstrate a systems thinking approach
- Experience of a self-managed workplace
- Motivated by environmental and social justice concerns

6. Selection

Candidates will be shortlisted for an in-person or online interview. The interview will take approximately 1 hour.

7. Legal right to work

By the time you commence your employment you must have a legal right to work in the UK.

8. For more information

Contact: Jonathan Atkinson, jonathan@carbon.coop 0782 861 7933