



Contracts and Supply Chain Officer (People Powered Retrofit)

Summary

Salary: £28,000–£30,700 PAYE/Payroll (depending on experience)

Time: 0.8 - 1 FTE (flexible)

Location: Manchester, UK

Holiday: 33 days flexible (pro rata) + 5 fixed

Contract: 2 years contract

Starting: ASAP

Apply now:

- Send your CV plus a single page covering letter to info@retrofit.coop by 5pm, Friday 13 August 2021
- Put 'Contracts and Supply Chain Officer' in the email subject
- For questions or queries please contact info@retrofit.coop
- Interviews will be conducted by video call

Please apply!

We're an equal opportunity employer, value diversity and have flexible working practices. We acknowledge that people from certain backgrounds are under-represented within our sector and our organisation - and we want to ensure we address this. We encourage applications from anyone with suitable skills, no matter their background or ability. If you don't feel confident enough to apply, get in touch with us, we'd love to chat!

About us

[Carbon Co-op](#) is an award-winning and fast-growing energy services and advocacy cooperative that helps people and communities to make the radical reductions in home carbon emissions necessary to avoid runaway climate change.

We're led by our values: we're trying to mitigate the worst effects of climate change in a socially just way. The work we do makes a difference, both at the policy level and in terms of practical de-carbonisation of buildings and energy systems. We're often working at the leading edge of the kind of work we do.

People Powered Retrofit is our end-to-end retrofit service for householders in the Greater Manchester area and beyond. We deliver a range of support services for clients as well as developing retrofit software products and contractor training. Operating as a pilot since 2019, the service is preparing to expand and further commercialise.

About the job

Within People Powered Retrofit our work includes offering clear, independent advice and support to help clients plan, procure and deliver their retrofit project to a high standard.

Domestic owner occupier retrofit is still a niche within the construction sector, with high demand for a small pool of skilled and experienced people. Our network consists of builders, specialist contractors, designers, surveyors and other consultants who possess, or want to learn, skills to support retrofit work.

The role of the **'Contracts and Supply Chain Officer'** is to manage and expand People Powered Retrofit's contractor network, as well as identifying suitable contractors to work for our clients.

We're looking for someone with a construction industry background who enjoys networking and is up for getting involved in a new and evolving service. Experience working with smaller scale contractors and consultants in the context of domestic projects in particular would be desirable.

Key responsibilities

- Ongoing **management of People Powered Retrofit's contractor network**
 - First **point of contact** for People Powered Retrofit's contractor network
 - Making or dealing with **enquiries** from new contractors
- **Growing the supply chain network** in order to meet predefined targets
- **Assessing suitability** and **onboarding contractors** using our assessment framework
- Working closely with the **Retrofit Advisors and Retrofit Surveyors** supporting the delivery of retrofits
- **Tracking upcoming demand** for retrofit services and contractors from our domestic client base

- Running light touch **expression of interest processes** for design, survey and construction work
- **Networking with contractors** and spreading the word about the network including at events, facilitating networking between members of the network
- Working with Carbon Co-op's **Training Manager** to help members access training

Person specification

This section sets out the qualifications and skills and experience we're looking for from candidates.

Qualification requirements

Desirable

- A qualification in a construction-related discipline.

Useful

- AECB CarbonLite Retrofit or Level 5 Retrofit Coordinator Qualification
- Qualification in sustainable and low-energy building.

Skills and experience requirements

Essential

- Experience of working within the construction industry.
- Experience of assessing the suitability of contractors working within a construction project - whether by criteria based vetting, tender process or other methods.
- Able to demonstrate clarity in the use of written communications i.e. email, letters, texts.
- Experience of stakeholder management of contractors.
- Excellent all round IT skills.
- Good at facilitating professional networking activities.

Desirable

- Knowledge of retrofit improvement techniques and measures.

Useful

- Experience of using CRM systems or equivalent.
- Experience of assessing and supporting professional skills development
- Experience of delivering marketing and promotional activities
- Experience of facilitating knowledge and peer learning exchange e.g. via forums, social media, workshops, events etc.

Values

We require staff to demonstrate, understand and apply our core organisational values. These are embedded in all our roles and applicants are expected to demonstrate these values as part of the application process:

- Commitment to collective and community-based approaches to tackling climate change.
- Commitment to Co-operative Values.
- Commitment to Equality, Diversity and Inclusion.
- Commitment to environmental justice and tackling inequalities.

About you

Essential

- Good people skills, ability to talk confidently to all roles within the construction sector i.e. contractors, architects, engineers, surveyors and other professionals.
- Ability to communicate complex technical concepts in an understandable and engaging way to construction professionals.
- Ability to communicate sensitively, including conflict management and resolution.
- Able to manage expectations.
- Highly organised with the ability to manage time and a large number of stakeholders.
- Able to work independently.
- Comfortable networking and able to easily build professional relationships.

Desirable

- Understanding of when to seek clarification from other colleagues or experts.
- An excellent problem solver able to think around issues and devise simple solutions.
- Comfortable taking part in knowledge exchange and group learning exercises
- Can critically reflect on projects and participate openly and honestly in project debriefs and take on board constructive criticism from colleagues.
- Can demonstrate ability to deliver clear, consistent and regular communications without being prompted.

Location

This position requires you to be based in Manchester. Our office is located within the Bridge 5 Mill sustainability centre in Ancoats, close to Manchester Piccadilly. We offer flexible working and the number of days worked from the office is negotiable.

Our organisational culture

We are a small (but growing), multi-disciplinary not-for-profit with a mission built around tackling climate change. Community benefit is hardwired into our organisation's structure, we are 'asset locked' and owned by our 300+ ley members who annually elect a management board. We subscribe to international co-operative principles. Our work culture is open and collaborative, we practice self management principles and we employ practices such as user-centred design, service design and agile development. We welcome new team members!

Legal right to work

By the time you commence your employment you must have a legal right to work in the UK. We are currently not in a position to act as a sponsor.

Next steps

Email us your CV plus a single page covering letter, setting out your reasons for applying and how you meet the essential requirements set out in the Person Specification. If you have any questions or are unsure whether you should apply please get in touch.

After the closing date we will shortlist candidates and then carry out interviews by video call before making an appointment.

Good luck!