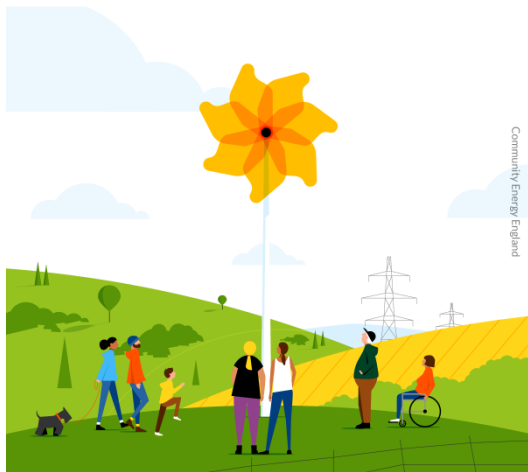


Image: www.communityenergyengland.org



Can you organise to build and share power in our community?



Job Title: **Project Coordinator – Energy Neighbours**

Full time equivalent salary - **£29,900**

Hours – **30 hours/wk** (Full time is 37hrs/wk, so this post is 0.81 FTE)

Office base – (to be confirmed) Batley, WF17 5DS

Remote/in person – this is an in-person role

Fixed term – to end Jan 2028

Employing organisation – TSL Kirklees

How to apply:

Closing date for applications: Thur 12 Dec, 12 noon.

Apply online at: <https://tslkirklees.org.uk/jobs/entry/project-coordinator-energy-neighbours-tsl-kirklees-44895/>

Any application questions email: tom@tslkirklees.org.uk

Key dates & interview process

Interviews will be in early January 2025 between 9am and 6pm, in person in Batley. You should allow up to 2 hours for a community panel and interview. The main interview questions will be shared in advance.

Start date: February if possible

The Energy Neighbours project

Thanks to National Lottery players, Third Sector Leaders Kirklees has received more than £900,000 from The National Lottery Community Fund, the largest community funder in the UK, to empower local people to take individual and collective climate action and reduce fuel poverty in their community.

The Energy Neighbours project has a clear community capacity-building approach. The approach is to work inclusively *with* communities and community organisations, listening to local priorities, experimenting and learning together, being transparent and accountable and sharing decision-making power.

This innovative project is participating in the National Lottery Climate Action Fund learning partnership. The Project Coordinator supports the team in sharing learning.

The new Energy Neighbours team includes a Project Manager, Project Coordinator and an Information and Data Manager. These three posts support four Community Energy Development Workers who work with community organisations and residents in priority areas of Kirklees. The project partners include the Kirklees Climate Commission, local experts on energy and independent evaluation support.

About this job

The Energy Neighbours Project Coordinator enables all staff and organisations involved in the project to work together effectively. The Coordinator works with the Project Manager to develop effective, safe ways of working that make the best use of resources.

The Coordinator ensures the quality and effectiveness of record keeping, risk management and joined-up planning across the project. They help the team work together on planning work and preparations for forums, conferences and reporting. The Coordinator provides support to ensure that the project's safeguarding, health & safety, finance and contracting arrangements are implemented across the team. They manage the office and equipment.

This innovative project is participating in the National Lottery Climate Action Fund learning partnership. The Project Coordinator supports effective sharing of learning across project partners and with other learning partners nationally.

The Energy Neighbours Project Coordinator works closely with the Project Manager and the Information & Data Manager in managing the Energy Neighbours project.

What we are looking for:

- A great organiser, skilled at helping a team to work together
- Able to devise and implement diary, office and record-keeping systems and processes
- Self-organised, systematic and able to prioritise
- Experience of good safeguarding & health & safety practice
- A good listener and communicator, able to build rapport and working relationships
- Strong IT skills and ability to use Microsoft 365 capabilities effectively
- Values community organisations, volunteers and partnerships

If you don't quite have everything on the list, you can still apply. We will consider opportunities to help the right person to develop into the role.

TSL Kirklees

TSL Kirklees is a local charity, with members involved in hundreds of community organisations. TSL promotes other local community organisations, provides training, supports partnerships and helps people get involved in community activities by reducing barriers and providing support.

You can find out more at www.tslkirklees.org.uk

TSL Kirklees believes in the potential of our community organisations and non-profits to improve our society and community, and we're on a mission to harness their skills, talents, and innovative solutions. The Voluntary, Community, and Social Enterprise sector is evolving, and we know that individuals and organisations are facing incredible pressures. We also know the solutions lie within our communities.

Are you ready to help shape the future of our vibrant communities? Join us on this exciting journey to empower communities and create thriving neighbourhoods.

Apply now: www.tslkirklees.org.uk/energy-neighbours

Closing date: Thur 12 Dec, 12 noon.

Interview early Jan 2025