JOB DESCRIPTION

Energy Team Manager

About the role

Are you a great organiser who enjoys managing people, coordinating projects and building strong working relationships?

PECT is looking for an Energy Team Manager to lead our domestic energy team and oversee the delivery of projects that help households reduce their energy bills, improve energy efficiency and access practical advice and support.

You will be responsible for the day-to-day management of the team, ensuring activities are well organised, projects run smoothly and agreed targets are achieved. You will also work closely with funders, local authorities and other partners, maintaining positive relationships and ensuring project progress is accurately reported.

You don't need to be an energy expert to apply. We are looking for someone with strong people management, organisational and project coordination skills. We can provide the training and support needed to develop your knowledge of domestic energy and fuel poverty.

This is an opportunity for someone who enjoys supporting colleagues, keeping projects on track and making a practical difference through their work.

About PECT:

For over 30 years, PECT has been developing and delivering projects that help protect and enhance the environment.

Our vision is for sustainable places where the natural environment is healthy, communities are involved in their area, health and wellbeing is improved for all, and resources are used responsibly without compromising the needs of future generations.

Our domestic energy team delivers projects that help households access energy advice and support, improve energy efficiency, reduce energy bills and tackle fuel poverty.

PECT is committed to high staff satisfaction and offers a range of benefits, including hybrid and flexible working, competitive pay, 25 days' annual leave and opportunities for career development.

Purpose of the role:

To lead and support PECT's domestic energy team, ensuring the effective coordination and delivery of projects that help households reduce energy bills and improve energy efficiency.

The postholder will be responsible for team performance, achieving project targets, maintaining effective relationships with partners and funders, and ensuring accurate monitoring and reporting.

The role will also contribute to improving existing services and identifying opportunities for future development.

Employer	PECT
Job Title	Energy Team Manager
Location	Ham Lane House, Ham Lane, Peterborough PE2 5UU
Hybrid working	Currently two days per week in the office
Salary	£33,000 - £36,500 depending on experience
Interview Date:	Interviews will be held on a rolling basis
Start Date	As soon as possible
Contract Term	Permanent
Hours/Week	37 hours per week (although part time hours will be considered)
Work outside normal hours	Occasional evening and weekend work may be required, typically for events
Reports to	Head of Place and Environment

Key Responsibilities:

1. Lead, manage and motivate PECT's domestic energy team, creating a positive and supportive working environment.
2. Oversee the day-to-day activities of the team, including workload planning, resource allocation, staff performance and professional development.
3. Coordinate and monitor the delivery of domestic energy projects, ensuring activities are well organised, agreed targets are achieved and any delivery issues are addressed.
4. Ensure accurate project records and monitoring information are maintained, including evidence required by funders.
5. Prepare and submit progress reports to funders, demonstrating project activities, achievements and outcomes.
6. Develop and maintain strong working relationships with funders, local authorities, energy networks, housing providers and other stakeholders.
7. Represent PECT at partnership meetings and relevant external events, promoting effective collaboration and partnership working.
8. Deliver training and briefings to partners and frontline workers, helping them understand the energy support available and how to identify and refer eligible households.
9. Work with delivery partners to coordinate activities, strengthen referral pathways and improve access to domestic energy support.
10. Support the development of new partnerships and identify opportunities to expand PECT's domestic energy services.
11. Contribute to funding applications and project proposals, providing input on delivery plans, staffing and resources.
12. Monitor service quality and performance, responding to service delivery issues and complaints, and identifying opportunities to improve efficiency and the support provided to households.
13. Ensure the team follows relevant organisational policies and procedures, including safeguarding, data protection and health and safety.

Person specification

We value diversity and inclusion and welcome applicants from all backgrounds and experiences.

You do not need to meet every criterion listed below to apply. We are particularly interested in candidates with strong organisational, people management and communication skills.

Previous experience in the energy sector is not essential, as relevant training and support will be provided.

Essential criteria:

- Experience of managing, supervising or coordinating a team, including allocating work, supporting colleagues and monitoring performance.
- Experience of coordinating projects or services, ensuring activities are organised, deadlines are met and agreed outcomes are achieved.
- Excellent organisational and time management skills, with the ability to manage multiple priorities and keep activities on track.
- Experience of building and maintaining positive working relationships with external partners and stakeholders.
- Strong communication and interpersonal skills, with the ability to work effectively with colleagues, partners and funders.
- Ability to communicate confidently with external partners, including delivering presentations, briefings and training to different audiences.
- Experience of monitoring progress, maintaining accurate records and preparing reports.
- Ability to identify and resolve day-to-day delivery issues, using initiative and sound judgement.
- Good IT skills, particularly Microsoft Office applications, including Excel.
- A positive, supportive and practical approach to team management.
- Willingness to learn about domestic energy, energy efficiency and fuel poverty, and undertake relevant training.

Desirable:

- Knowledge or experience of domestic energy efficiency, fuel poverty, household energy advice or related services.
- Experience of working with local authorities, charities, housing providers, energy networks or other public sector organisations.
- Experience of contributing to funding applications or developing new projects and services.
- A relevant qualification in project management, business administration, energy or environmental studies or a related discipline, or equivalent practical experience.
- An interest in environmental sustainability and helping households reduce their energy bills.

Right to work in the UK

PECT is not a Home Office licensed sponsor and is unable to offer visa sponsorship. Applicants must already have the right to work in the UK.

Please indicate in your CV or covering letter that you have the right to work in the UK, as we are unable to consider applications without this confirmation.

To apply:

Please send a covering letter and CV to **jobs@pect.org.uk**. We prefer to receive applications electronically; however, we understand not everyone has access to the internet, therefore you can also post your application to the address below.

PECT, Ham Lane House, Ham Lane, Peterborough PE2 5UU

You may be contacted for a brief telephone interview before the formal interviews. If shortlisted for interview you may be required to prepare a presentation or complete a brief task, relevant to the role, as part of the interview.

If you have any questions about this role please contact jobs@pect.org.uk

For some activities, such as working directly with children on a regular basis, a Disclosure and Barring Service (DBS) check may be required.

Variation Clause:

This is a description of the job, as it is constituted at the date shown. It is the practice of the Trust periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager in consultation with the post holder will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to your job description following consultation.

Job description revised: **November 2026**