



Project Manager Vacancies

Home-based. Part-time. Flexible working. Good hourly rate. Career development opportunity.

SDCE is looking for one or more self-employed project managers to deliver various projects including our successful and established energy advice service.

SDCE is a non-profit, community benefit society, which delivers impactful projects to reduce carbon emissions and fuel poverty in the South Hams. We have long term funding for several projects and are looking for one or more self-employed project managers to join our team.

Ideally based in the South Hams, you'll be passionate about helping people in fuel poverty and decarbonising existing housing, tackling the climate emergency and helping communities become more energy sustainable.

These are part time role(s), with hours to suit you. Typically these role(s) will require 10-20 hours per week. There is significant opportunity to define the role and shape the project(s) you would like to work on going forwards. Funding is also available for technical training.

About the Roles

These are highly varied roles, and you will be working closely with colleagues in the SDCE delivery team and the board of directors to deliver a range of community focused energy and fuel poverty activities. You join SDCE in a time of growth and you'll be helping us to reach more residents in need of our support. Based on your current expertise, we have opportunities for project managers in the following areas:

1. Co-managing our energy advice service
2. Developing new retrofit advice services
3. Overseeing a community housing development

When you apply, please state which project area(s) you are most suited to.

1. Co-managing the energy advice service

Tasks include:

- Managing a small team of home energy advisors
- Representing SDCE on Devon-wide fuel poverty networks
- Managing project budgets, ensuring projects keep within budget
- Reporting to funders, meeting deadlines, milestones and project targets
- Monitoring client data, and quality of advice provision
- Applying for future funding
- Building and maintaining strong and positive relationships with partners, clients and stakeholders
- Strategically engaging with the direction of energy advice service at SDCE
- Co-ordinating day to day operations of the advice service
- Chairing meetings
- Communications – updating website, social media, newsletters

2. Developing new retrofit advice services

Tasks include:

- Liaising with the board of directors, and partners across Devon regarding opportunities for retrofit
- Assessing the potential for SDCE to deliver retrofit services
- Developing new systems and processes
- Identifying funding opportunities
- Co-ordinating upskilling of existing team members
- Proactively seeking opportunities for growth in this area
- Networking

3. Overseeing a community housing development

Tasks include:

- Working closely with the SDCE board, landowners, housing association and design team to facilitate discussions and making of key decisions to ensure the project develops in accordance with our vision.
- Managing the development budget and reporting to funders.
- Identifying funding opportunities
- Working alongside other SDCE project managers on community and sector engagement.
- Identify and work with partners to develop the EV strategy and car club.
- Build strong and positive relationships within the teams.
- Delivering community engagement activities to build support and interest from potential tenants.

About you

You are a highly organised and self-motivated individual, with an eye for detail and ability to manage people and projects. You are able to think critically, and you make things happen.

Essential for all projects

- Committed to tackling climate change and fuel poverty at a local and systemic level and supports SDCE's mission.
- An understanding of the community energy sector and the transition to Net Zero.
- Able to build positive relationships with the general public, partners, stakeholders and colleagues.
- Excellent leadership and communication skills.
- Collaborative working, and supportive team member.
- Honest, reliable, friendly and accountable.
- Excellent written and oral skills.
- Excellent IT skills, and an eye for detail and accurate record keeping.
- Budget management expertise.
- Good with data and numbers.
- Able to think critically and solve problems.
- Able to self-manage own workload and prioritise in order to meet key objectives.
- Registered as self-employed (support schemes are available if you are newly self-employed).
- Set up for remote working with computer, internet and phone, and ability to travel in the South Hams.

Other skills which are desirable

- Knowledge of fuel poverty, energy efficiency and their effects on health.
- Knowledge of housing, energy and planning policy.
- Experience securing funding and developing new projects.
- Experience of managing an advice delivery team.
- Understanding of energy efficiency and renewable energy technologies.
- Marketing skills.
- Experience of the built environment sector.
- Experience of working in not-for-profit or public sector.
- Located in the South Hams.

Key information

Time: Self-employed part-time role(s), average 10-20 hours per week per project

Duration: Open-ended based on future funding (3 month probationary period)

Location: Home based with travel around the South Hams

Responsible to: The board of Directors

Salary: Hourly rate £15 - £20

Start date: May/June preferred

Deadline: Ongoing

Interviews: TBC

Further details: Please email sophie@sdce.org.uk to arrange an informal discussion

Application process

Please email sophie@sdce.org.uk with your CV and covering letter describing your motivations and suitability for the role(s), including which project(s) you are most suited for.