

# Job Advert

Release date: **1<sup>st</sup> August 2011**  
Closing Date: **26<sup>th</sup> August 2011**  
Ref: SR-3



## **Development Manager (Renewable Energy Community Enterprise)**

Starting September 2011

Four month part time post (£20,000, pro-rata 21h/week)

Potential for 6-9 month extension, subject to progress and funding.

### **1 Background**

Sheffield Renewables was established to develop and operate community owned renewable energy projects in Sheffield, in a way that brings benefits to the environment, the city and its people. The organisation is built on local participation through our volunteer, support, invest approach: we have a strong volunteer ethos, and benefit enormously from the work of our many volunteers; we have also built a broad base of support from local organisations and individuals; and our projects offer an ethical investment for local people.

Our first project will be an 80kW hydro electric scheme at Jordan Dam weir on the outskirts of Sheffield. Plans for this project have progressed well in the last year, with feasibility work completed and good progress on the lease, planning permission and abstraction licence. We have a second hydro scheme in development to be sited at Kelham Island.

Our aim is to supplement work on scheme development with engagement and outreach on renewable energy and environmental sustainability. We are also developing plans for a skills development programme, to attract, retain and reward high impact volunteer positions.

### **2 Role Description**

Sheffield Renewables requires a Development Manager to support its continued growth and consolidation as a renewable energy social enterprise. This is a short term transition post, intended to boost capacity at a critical period in the organisation's development.

The successful candidate will take on a high level of responsibility with regard to urgent business critical activities. S/he will be expected to make rapid progress in the face of tight deadlines and work schedule. The candidate will also need to establish close and effective working with existing staff and volunteers.

### **3 Management and Working Arrangements**

The Development Manager will work out of the Sheffield Renewables office at Heeley City Farm, and will report to Sheffield Renewables' Managing Director.

Core work hours will be agreed mutually, though given the nature of the role and the organisation, candidates would ideally have some flexibility in terms of availability during the working week and also for regular evening/weekend meetings.

The role will require some travel, generally local, to attend internal and external meetings.

## 4 Work outputs

The Development Manager will take responsibility for:

- **Business Planning**: Consulting on and updating Sheffield Renewables Business Plan
- **Resource Planning**: Consulting on and updating Sheffield Renewables core resource plan (including, development of, and funding bids for, our proposed volunteer development programme).
- **Performance Management**: Oversight, troubleshooting and tracking of priority work streams and outputs, (including identification and management of issues and risks and monitoring of progress against business objectives and milestones).
- **Financial Management**: Oversight and tracking of budgets and day to day cash flow management (in collaboration with the financial administrator)
- **Support to the Management Group**: Coordination of and preparation for Quarterly Management Board review meetings (including agenda development, quarterly highlights report , meeting papers, liaising on approval of minutes and action tracking).
- **Policies and Systems**: Development, consolidation and documentation of critical policies and systems (including: finance, procurement, admin, HR, office and information systems)
- **Line management**: Oversight and supervision of a part-time project officer
- **Share Offer**: Oversight of preparations for planned share offers, including the activities of the share offer team.
- **Communications**: Oversight of Sheffield Renewables general communications (including traditional, digital and face to face channels)
- **Other appropriate activities**: relating to the development and consolidation of Sheffield Renewables as a successful and financially sustainable social enterprise.

## 5 Person Specification

- Demonstrated detailed knowledge of our aims, business approach and ways of working [Essential]
- Demonstrated strong commitment to Sheffield Renewables organisation and projects [Essential]
- Track record of successful development work in a similar organisation [Essential]  
(incl. management, business/resource plans, funding bids, community shares and communications)
- Practical, organised, efficient, reliable and hard working [Essential]
- Communication and negotiation skills [Desirable]
- Work management and line management [Desirable]
- Sustainable energy, climate change and/or environment [Desirable]
- Working with volunteers [Desirable]

## 7 Instructions for Applicants

Applicants should send a CV and covering email, demonstrating suitability for the role, to [Rob@SheffieldRenewables.org.uk](mailto:Rob@SheffieldRenewables.org.uk) as soon as possible, and no later than midnight on the 26<sup>th</sup> August. Our aim is to sift applications and communicate the outcome by the 30<sup>th</sup> August, with interview to be held on 2<sup>nd</sup> September. Sheffield Renewables is an equal opportunities employer. If you have a disability that will make it difficult for you to complete the application or attend for interview, please contact us and we will do our best to make alternative arrangements.

Please note: This role is being advertised in parallel both to existing workers and volunteers and also through wider channels.