

<b>Job Title:</b>	Project Manager
<b>Reports to:</b>	Head of Operations (ENC)
<b>Based at:</b>	Agile Working, but will require 1-2 days per week based at Collaboration Works, Carbrook Sheffield, S9 2JE
<b>Salary:</b>	£29,000 – £36,000 dependant on qualifications and experience, plus comprehensive benefits

### JOB PURPOSE

EN:Able Communities CIO has been successful in being awarded grant funding by the Government to undertake this project. This project will be delivered in Sheffield. This project will provide Retrofit assessments to all Right to Buy household occupiers/owners on 8 estates in Sheffield where Sheffield Council are delivering External Wall Insulation during 2023/24 and 2024/25.

As Project Manager your role will be to oversee the successful delivery of a retrofit project in Sheffield. You will be required to lead a multi-disciplinary team who will work for different stakeholders, to ensure successful delivery of the project in particular working with Groundwork Yorkshire, Sheffield City Council, contractors, and delivery agents, resident groups in the estates where the work is being undertaken, local ward members and the project commissioner,

As Project Manager you will report to a Project Board. You will have a 'can do' approach and seek to overcome challenges, whilst managing all the associated risks to the project.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### Accountabilities:

- To oversee the operational delivery of the project
- To report to Programme Manager and Project Board

#### Skills/ Expertise:

- The post holder will ideally have experience of both the energy advice sector and funding streams, project management, relationship development with key stakeholders: such as Sheffield City Council, Tenants and Resident groups, ward members and stakeholder management.
- Project management experience
- Excellent verbal communication skills
- Relationship management skills
- Customer liaison/ centred skills

- Strong presentation skills
- Good influencing skills
- Ability to use MS Office software

### **Responsibilities:**

- Oversee and ensure successful delivery of the project within the specified plan timescales, ensuring customer and stakeholder satisfaction and within target.
- To matrix manage a team: Working with Groundwork Yorkshire and the Retrofit Assessors and the marketing resource.
- Report to the Head of Operations on a regular basis who will provide pastoral and technical support.
- Run all Project Management Office duties such as producing and presenting Highlight reports to the Project Board as required, overseeing the quality control measures needed to ensure a successful project is delivered, Risk management processes, communications strategy, budget management etc.
- To prepare and deliver training to peers as and when required.
- To ensure that there are excellent relationships maintained with all key stakeholders and expectations met with e.g., the project commissioner, delivery partners, local authority, contractors, residents, ward members, Efficiency North team.
- Maintain excellent relationships with stakeholders and grow the number of relationships with other organisations on top of those that Efficiency North already knows.
- Promote to and engage residents in the scheme to maximise access to over 90% of customers for retrofit advice.
- Ensure all customers are supported in the delivery of energy efficiency measures by the ECO delivery company/ social housing contractor(s)
- Develop, promote and run community and resident events, in partnership with Sheffield City Council and its housing contractor(s).
- Manage the project budget in liaison with Efficiency North Finance team.
- Be prepared to work outside Core office hours such as evenings/ weekend if required (on a time-in-lieu basis), to enable successful consultation/ project delivery.
- To promote this project to regional and national audiences as required
- To support the smooth running of EN:Able Communities CIO
- Undertake other duties commensurate with this role as required.

### **KNOWLEDGE, KEY SKILLS AND EXPERIENCE REQUIRED**

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	Proven experience of being a project or programme manager for a project(s)/programme for minimum of 2 years	Project management qualifications e.g. Assoc Project Management qualification, Prince 2, Agile, or equivalent.
<b>Experience/Knowledge</b>		Experience of working in a complex and changing environment

	Strong commercial acumen	
	Self-starter able to use initiative to manage and organise workload to deliver the required results.	
	Able to work on one's own and adhere to the company's Lone Working Policy	
	Good project management and decision-making skills	
	Strong communication and influencing skills with the ability to build long-lasting value-added relationships	
	Strong commitment to, and proven experience of, undertaking CPD	
		Experience of managing a team both in person and virtually, but especially the later
		Knowledge of energy efficiency and renewable energy systems for homes.
		Experience of developing and/or delivering energy advice services.
		Knowledge of social housing context
	Strong IT skills, fully proficient in the use of Microsoft Office Suite and cloud-based management systems	
	Excellent written and oral communication skills	Competent speaker to a range of audiences
	Full, current driving licence and use of a car which is insured for business use	
	Promote and adhere to Equity, Diversity and Inclusion in all work undertaken	
	Able to work outside core office hours	

### COMPETENCY PROFILE

The table below summarises the competency profile for this role and is to be read in conjunction with the Competency Matrix.

<b>Competency Profile</b>					
<b>Teamwork</b>	<b>D</b>	<b>Planning and Organising</b>	<b>D</b>	<b>Communication</b>	<b>D</b>
<b>Leadership</b>	<b>D</b>	<b>Continuous Improvement</b>	<b>D</b>	<b>Influencing</b>	<b>D</b>
<b>People Development</b>	<b>D</b>	<b>Dealing with Change</b>	<b>D</b>	<b>Professionalism</b>	<b>D</b>
<b>Achieving Results</b>	<b>D</b>	<b>Customer Focus</b>	<b>D</b>		