

# Administrator Job Profile

## 1) Job Purpose

The postholder will be responsible for supporting BWCE's small staff team in project delivery and board meetings as well as supporting the development of BWCE's organisational systems and maintaining them on a day to day basis. The postholder will have a specific role supporting the delivery of an EU funded project called REDREAM.

## 2) Terms and Conditions

<b>Hours</b>	22.5 - 30 hours per week. The job requires flexible working including some evening and weekend hours.
<b>Salary</b>	£26,000 pa full time salary, allocated pro rata
<b>Holidays</b>	25 days per calendar year plus Bank Holidays for full time, allocated pro rata
<b>Pension</b>	BWCE offer a workplace pension scheme in line with government guidelines for minimum contributions. Currently these are 3% Employer contribution and 5% Employee contribution, these are subject to change in accordance with the Pensions Act 2008 and government guidelines. Scheme enrolment will start on satisfactory completion of the probationary period.
<b>Work Location</b>	Working from home preferable in the Bath or surrounding area, though other options can be discussed. Following the Covid-19 lockdown BWCE operates virtually, with team meetings and communications carried out online via Zoom and Microsoft Teams. Prior to the lockdown we utilised co-working space in Bath and we may at some point in the future look to set up physical team meetings again, depending on the situation more widely.
<b>Probation Period</b>	3 months
<b>Contract Length</b>	Permanent, subject to funding.
<b>Reporting</b>	This is a new post and will report to the Managing Director
<b>Start Date</b>	As soon as possible

## 3) Bath & West Community Energy

Bath & West Community Energy is a not for profit, Community Benefit Society. Since 2010 when it was set up, BWCE has built over 12 MW of community owned solar power systems and one small hydro scheme, enough power to meet the equivalent annual electricity demand of around 4,000 homes. For more information see [www.bwce.coop](http://www.bwce.coop).



BWCE is working to put people at the heart of the energy transition, placing ownership and control of energy in the hands of consumers via clean energy projects that actively involve and benefit local communities.

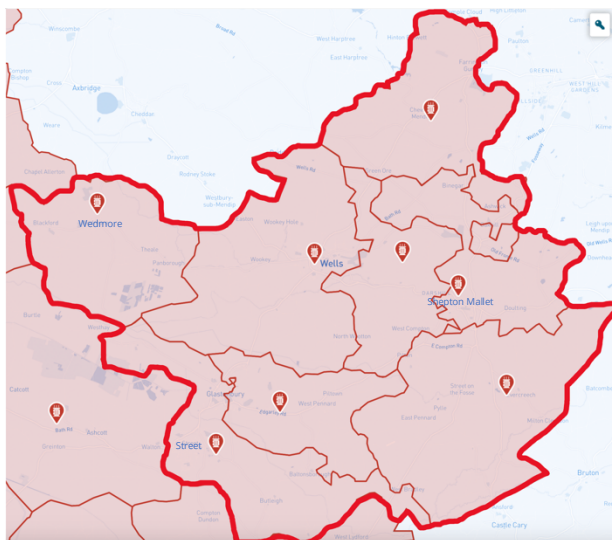
Our vision is for an energy system where:

- Local people can buy low-cost, green energy direct from local energy projects
- Energy projects are owned and shaped by their communities – giving local people a voice in decision-making, and a stake in local projects
- Collective action helps drive social change around energy behaviours
- A greater awareness of how we use energy reduces the pressure on the grid and increases the potential for renewable energy

#### 4) The REDREAM Project

REDREAM is an EU HORIZON 2020 funded project starting October 2020 and running for 36 months until October 2023. The project is being led and co-ordinated by Comillas University in Madrid, Spain and has 15 partners from 8 EU countries (Spain, Italy, Belgium, Croatia, Greece, Germany, France, UK) and BWCE is the only UK partner.

REDREAM is designed to support the transformation of an increasingly decentralised energy system into a sustainable, zero-carbon and financially viable marketplace. This will require consumers (householders) to interact more closely with the energy companies that manage the local electricity grid, in order to better match household's energy demand with the energy supply. As the UK partner, BWCE needs to recruit 100 households who are interested in installing energy technologies (e.g. heat pumps, Electric Vehicle charge points, solar PV). BWCE will then work with participants and our partner Stemy Energy, who operates a cloud based smart system, to enable households to more easily shift demand away from peak consumption times (i.e. early evening) to reduce carbon emissions and the load on the local network.



Householders will need to be recruited within an area where the local grid operator (Western Power Distribution) is looking to increase the flexibility of the network, in particular the area outlined in red on the map on the left.

The REDREAM project builds on existing community-based electricity demand management projects, Flex Community and Solar Streets, that BWCE has been running for the last 2 years in Bath & North East Somerset and West Wiltshire.



## 5) Principle tasks

### Office management and administrative support

- Meeting and event administration (setting meeting dates, collating and issuing agendas and papers, arranging Zoom meetings; venues, transport and catering, taking minutes.)
- Co-ordination of arrangements for our AGM and other member meetings
- Maintaining and supporting operational systems, including supporting staff as required, covering maintaining project tracking and timesheets systems (WorkFlowMax & Xero), holiday and sickness records, BWCE's (Dropbox) cloud-based filing system and setting up and maintaining an organisation wide contacts database
- Liaising with IT support providers and other key operational partners Bright Renewables (asset management), Neville's Registrars and Ethex (share and bond registrars) and External Services (accounting and financial reporting) as required
- Managing the general email account and forwarding on enquiries as required
- Monitoring GDPR and data protection compliance
- Proof reading internal and external documents and reports as required
- Supporting the Communications and Community Outreach Co-ordinator to maintain BWCE's website and mailing lists, liaise with staff, board members and partners to generate content and liaise with suppliers during production of communications materials

### EU funded REDREAM Project Support

- Working with the REDREAM project co-ordinator for all administrative activities e.g. schedule of invoice submission
- Preparation and maintenance of master spreadsheet for BWCE staff time bookings, to be updated monthly from requested time sheets
- Collation of all financial information (staff costs, expenses etc) for the preparation of invoices by the REDREAM project co-ordinator
- Preparation of minutes from project calls
- Support for the co-ordination of review group feedback meetings/calls
- Preparation of feedback reports from review group feedback meetings/calls
- Support for the preparation of project dissemination workshops/calls
- Collation of all key project management documentation e.g. any legal agreements such as the signed Consortium Agreement
- REDREAM file management on Dropbox.

### Complying with BWCE's agreed policies and practices

### Carrying out other tasks or duties as agreed with the Managing Director

## 6) Person specification:

The successful candidate will be able to show that they have the following:

### Essential knowledge, experience, skills & attributes:

- Significant experience of providing administrative support in a similar role
- Excellent written and spoken (face to face and 'phone) communication skills



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- Good understanding of IT systems and proven ability of using different systems
  - Computer literate: confident and proficient with Microsoft Office, internet and data entry
  - Taking clear, accurate minutes and proof reading
  - Self-motivated, able to work independently and use initiative in appropriate situations
  - Organised and efficient, with excellent attention to detail and accuracy
  - Able to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines
  - Able to learn new skills and work across multiple different functions
  - Commitment to BWCE's vision of community leadership and a clean energy future.

**Desirable knowledge, experience, skills & attributes:**

- Experience of working in a small, busy team
- Experience of administering all aspects of events and meetings, including online events
- Experience of working with Zoom, Google Analytics, Dropbox, WorkFlowMax or similar software packages
- Experience of uploading and editing website content
- Experience of GDPR compliance
- Maintenance of contact management database experience.
- Basic knowledge or prior interest in renewable energy, energy efficiency, climate change issues
- Speak Spanish (the lead partner in the EU project is Spanish, though all communication in the project is in English)