

Administrator Job Profile: Maternity Cover

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 and financial reporting for an EU funded project called REDREAM.

2) Terms and Conditions

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| Hours | 22.5 - 30 hours per week. The job requires flexible working including occasional evening and weekend hours. |
| Salary | £26,000 pa full time equivalent |
| Holidays | 25 days per calendar year plus Bank Holidays for full time, allocated pro rata |
| Pension | 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. |
| Work Location | Working from home, preferably in Bath or the surrounding area, though other options can be discussed. Following the pandemic, BWCE operates virtually, with team meetings and communications carried out online via Zoom and Microsoft Teams. |
| Probation Period | 4 weeks |
| Contract Length | 12-14 months depending on start date. |
| Reporting | This post reports to the Managing Director |
| Start Date | July/ August 2022 |
| Closing Date for Applications | Wednesday 6 th July 2022 |
| Interviews | Tuesday 12 th July 2022 (Virtual) |



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.

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) Principle tasks

Office management and administrative support

- Meeting and event administration (setting meeting dates, collating and issuing agendas and papers, arranging Zoom and/or MS Teams 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 (Sharepoint) cloud-based filing system
- Liaising with IT support providers and other key operational partners such as 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
- Carrying out other tasks or duties as agreed with the Managing Director



5) Person specification:

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

Essential knowledge, experience, skills & attributes:

- Experience of providing administrative support in a similar role
- Excellent written and spoken (face to face and 'phone) communication skills
- Good understanding of IT systems and proven ability of using different systems
- Computer literate: proficient user of Microsoft Office including Excel, Sharepoint, internet and data entry systems
- Competency in 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, MS Teams, Sharepoint, and WorkFlowMax or similar software packages
- Experience of uploading and editing website content
- Experience of GDPR compliance
- Experience in maintenance of contact database or CRM systems
- Basic knowledge or prior interest in renewable energy, energy efficiency, climate change issues