



Job Profile

Head of Community Business Development

1 Job Purpose

We are looking for a creative, strategic thinker that can take a lead on developing new community energy services and reach new audiences. Through programme and strategic partnership development, securing funding, business planning, policy and regulatory advocacy and understanding of key audiences, this new post will play a major role in helping us to link energy supply and demand more effectively at a community level and scale our impact on carbon reduction and fuel poverty.

2 Terms and Conditions

Hours	37.5 hours per week. The job requires flexible working including some evening and weekend hours.
Salary	£45-50,000pa
Holidays	25 days per calendar year plus Bank Holidays
Pension	BWCE offers a workplace pension scheme, currently with a 5% Employer contribution and 5% Employee contribution, that will start on satisfactory completion of the probationary period.
Work Location	Working from home 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 will look to set up physical team meetings again, depending on the situation more widely.
Probation Period	6 months
Contract Length	Permanent, subject to funding
Reporting	This post will report to the Managing Director. There may be an opportunity to join the board depending on delivery over time.
Start Date	As soon as possible

3 Bath & West Community Energy

Bath & West Community Energy is a not for profit distribution, Community Benefit Society (a type of co-operative). Since 2010 when it was set up, BWCE has built over 12.5 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.

During this time BWCE has distributed over £300,000 of surplus income via its [independent community fund](#) to support further community action on carbon reduction and fuel poverty.



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, clean 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
- Closer matching between when we use electricity and when we generate renewable energy maximises the proportion of our electricity that comes from renewable sources

Community energy rests at the centre of this vision by harnessing local capital, generating returns that recycle into the local economy, increasing the profile of local energy supply and shining a spotlight on how and when we use energy on a day-to-day basis.

4 Development goals

BWCE is growing its scope and scale to embrace this vision more fully. Our latest business plan to 2025 has four core goals as outlined below, with a summary of current activities and how we plan for this new role to interact and further our work.

Business Plan Goal	Current Activities	Role of new post
Maximise Community Renewables	<ul style="list-style-type: none"> • Current pipeline of 15MW of roof top and ground mount solar. More than doubling current capacity. • In discussions with commercial developers around taking another 30MW plus into community ownership. 	<ul style="list-style-type: none"> • Working with existing asset development team to secure grant funding to support ‘at risk’ development work, innovation support and capital investment.
Enabling Local Energy Supply	<ul style="list-style-type: none"> • Negotiating long term power purchase agreements with public sector partners. • Trialling peer to peer trading as part of an EU funded research project, ReDREAM • Researching other potential opportunities and partnerships for enabling local supply, e.g. EnergyLocal. 	<ul style="list-style-type: none"> • Working with existing staff and strategic partners to develop and test BWCE’s local supply proposition, to increase the proportion of BWCE’s electricity generated that is sold to local consumers. • Keeping abreast of relevant policy and regulatory change and seeking to influence key decision makers
Maximising the Community Role in Flexibility and Energy Efficiency Markets	<ul style="list-style-type: none"> • Trialling flexibility/demand side response programme as part of the EU funded ReDREAM project • Feasibility study into community EV charging network showing potential for further development • Feasibility study into co-locating battery storage and solar arrays 	<ul style="list-style-type: none"> • Working with existing staff and strategic partners to develop BWCE’s flexibility services post October 2023 when current EU project finishes. • Keeping abreast of policy and regulatory change as it affects



	<p>suggests we need greater scale than BWCE's current schemes, or work behind the meter.</p> <ul style="list-style-type: none"> • Providing limited signposting advice around energy efficiency and retrofit 	<p>flexibility, EV charging and battery storage</p> <ul style="list-style-type: none"> • Developing BWCE's proposition as markets mature and services become more viable. • Working with local public, community, and private sector partners to clarify BWCE's role develop community energy services around energy efficiency and retrofit.
<p>Increase Recognition of BWCE & the Community Energy Model</p>	<ul style="list-style-type: none"> • Launched BWCE's Supporters Network alongside membership (that requires min £100 share purchase), running programme of events, upgrading website, running community consultations, engaging parish councils carrying out community outreach and developing digital communications strategy 	<ul style="list-style-type: none"> • Working with existing staff to understand key audiences and how new services can be best targeted and communicated to meet local needs.

5 Principal tasks

- Project and programme development, with a view to establishing new financially sustainable community energy services, as outlined in section 4 above.
- Fundraising, principally through grant funding bids and tenders to pump prime new service development and delivery
- Keeping abreast of national regional and local funding opportunities
- Liaising with staff team during development to ensure seamless delivery of new work streams
- Understanding energy sector policy and regulatory changes, and factoring them in to BWCE's planning
- Responding to sector consultations and advocating for community energy policy and practice with decision makers at both local and national level
- Maintaining and developing new and existing strategic partnerships
- Understanding key audiences, carrying out market research and competitor analysis
- Working with key staff to expand BWCE's reach into new audiences and deepen links with local community partners
- Representing the organisation within key forums, conferences, workshops and in the media as required
- Reporting to the board on progress and presenting the business case for new service delivery
- Taking on line management responsibilities if required
- Working with the MD to update BWCE's business plan and business strategy as required
- Deputising for the MD when necessary
- Complying with BWCE's agreed policies and practices
- Carrying out other tasks or duties as agreed with the MD



6 Person specification:

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

Essential knowledge, experience, skills & attributes:

- At least 7 years' experience of working on renewable energy and/or energy efficiency
- Track record of project/programme development
- Track record of developing successful funding bids
- Track record of developing strategic partnerships across sectors
- Experience of strategic planning and organisational development
- Experience of engaging with and influencing energy policy at local or national level
- Excellent written and spoken (face to face and 'phone) communication skills
- Computer literate: confident and proficient with Microsoft Office, internet and data entry
- Self-motivated, able to work independently
- Creative problem solver and collaborative team player
- Organised and efficient, with excellent attention to detail and accuracy
- Ability to learn quickly and apply skills in new contexts
- Commitment to BWCE's vision of community leadership and a clean energy future

Desirable knowledge, experience, skills & attributes:

- In addition to the above, experience and knowledge of working in any of the following energy sub sectors, flexibility markets, local energy supply, battery storage, EV charging, heat networks
- Experience with and/or knowledge of working with community energy projects
- Experience of community outreach or engagement
- Links with or knowledge of community groups/networks in the local area
- Experience of line management
- Relevant degree level or equivalent qualification
- Experience of working in a small, busy team