



## Community Energy Group SE24: Asset Manager

### About the job

Sustainable Energy 24 (SE24) Ltd is looking for an exceptional individual to manage its portfolio of solar PV and retro LED projects.

SE24 is a leading not-for-profit community energy organisation in South East London with nearly 8 years of successful operation ([www.se24.co.uk](http://www.se24.co.uk)). Over this time it has developed and delivered 7 solar PV and 3 retrofit LED installations in a range of community buildings: schools, churches and a hospice. SE24 expects to add to this portfolio from a range of new projects – solar PV, LED and decarbonisation - with some close to getting approval for installation in 2024, and others that are currently at the feasibility stage awaiting funding decisions.

As well as reducing carbon emissions, our work has provided significant community benefit, particularly in relation to funding projects that help to tackle fuel poverty in the local community.

This is a time of major change in the energy sector and a great opportunity for community energy to play a key role in South East London as we look to expand both our project portfolio.

Your main roles will be:

- Leading the development of SE24's Asset Management Plan in conjunction with the Board members and reporting at monthly Board Meetings and AGM.
- Drawing up better defined descriptions of SE24 Assets (in particular the solar assets) and the state of these assets including age, maintenance records and repairs/replacements and whether there are extant warranties and what insurance arrangements are in place.
- Building and maintaining partnerships with the site organisations in SE24's project portfolio, both existing and new.
- Managing the contract and relationship with SE24's existing solar Operations and Maintenance (O&M) contractor including future market testing.
- Presenting from time to time on asset management matters at SE24 Board meetings and at community energy events.

You will need:

- A good understanding of renewable energy technologies and community energy.
- Experience in contract administration and management.
- Good interpersonal, communication and negotiation skills.
- Good experience and skills in MS tools including Word, Excel and PowerPoint.

**Location:** We don't have an office so ability to work remotely is essential. We use videoconferencing extensively, but visits and meetings with site and other local organisations will also be a key feature of the role.

**Hours:** Nominally normal office hours on nominated days but flexible. It will occasionally be necessary to attend meetings in the evenings and on weekends. Applicants need to be flexible and willing to work around the needs of the projects. We can accommodate individuals working flexibly in evenings and at weekends provided that tasks that can only be done in specific times of the day (e.g. site visits to evaluate a repair requirement with our solar O&M contractor) are dealt with as required. Our expectation is that the person appointed will be allowed to grow into the role and build up databases and knowledge about the assets, the sites' premises managers and our solar O&M contractor with initial hand over from the SE24 Directors undertaking this role presently. However, full responsibility for the role tasks will be expected within 6 months of taking the appointment and a plan to achieve that will be drawn up at the outset.

**Employment:** This a part-time role and the precise hours and working conditions are negotiable but we currently expect 1-2 days per week (7.5 hours per day), although this could increase as the portfolio increases. We are seeking a self-employed contractor but in the longer-term there is potential for this to become a full-time employed position.

**Remuneration:** Negotiable but likely to be in the range £140-170 per day depending on experience, ability and qualifications.

**To Apply:** CVs should be provided but applicants are also required to send a statement outlining:

- skills and experience you bring to the role and relevant achievements
- your approach to the role and what results you would expect to achieve
- the time commitment (in days per week/month) you could supply
- your day rate expectations

The closing date for applications is 5pm, 10<sup>th</sup> May 2024. Phone or zoom interviews will take place shortly afterwards with the successful applicant to start as soon as possible. Applications should be sent to both SE24 Directors:

- Alan Jones ([alan.adr.jones@gmail.com](mailto:alan.adr.jones@gmail.com))
- Mark Hughes ([mvhughes61254@gmail.com](mailto:mvhughes61254@gmail.com))

We welcome applications from all suitably qualified applicants regardless of their ethnicity, sex, disability, religion, sexual orientation or gender identity; age, or marriage/civil partnership status.