



Projects Director - Voluntary

Job Purpose

We are seeking a dedicated and passionate individual to join our community energy group as a Voluntary Projects Director. As the Projects Director, you will play a pivotal role in overseeing and developing solar and LED projects within our community. If you are enthusiastic about community engagement, renewable energy, and making a positive impact, this is an excellent opportunity to contribute to the growth and success of our organisation. This role has the aim to establish a sub-group of volunteers to help manage the work, and you will be supported by the Board of Directors and CEO.

As this is a new position in our organisation, you might not find yourself doing all of these tasks and we would love for you to make it your own! The below are example responsibilities you might be undertaking.

Responsibilities:

Project Planning and Development

- Identify and assess potential solar and LED projects within the community.
- Conduct feasibility studies to evaluate the technical and financial viability of proposed projects.
- Collaborate with stakeholders, including community members, local authorities, and relevant organisations, to gather support and input for project development.
- Develop comprehensive project plans, including timelines, budgets, and resource requirements.
- Secure necessary permits, licences, and approvals for project implementation.

Project Management and Execution

- Oversee all aspects of project implementation, ensuring adherence to established timelines, budgets, and quality standards.
- Coordinate and collaborate with internal teams and external contractors to facilitate the smooth execution of projects.
- Monitor project progress, identify potential risks or obstacles, and implement corrective measures as necessary.
- Manage project budgets, track expenses, and ensure cost-effective utilisation of resources.
- Ensure compliance with relevant industry regulations, safety guidelines, and environmental standards.



Community Engagement and Outreach

- Lead a team to do the following:
 - Promote community awareness and engagement in renewable energy initiatives.
 - Organise and facilitate community meetings, workshops, and educational events to educate and involve community members in solar and LED projects.
 - Collaborate with local organisations, schools, and other stakeholders to develop educational materials and outreach programs.
 - Maintain strong relationships with community partners, ensuring effective communication and collaboration.

Evaluation and Reporting

- Develop monitoring and evaluation frameworks to assess the performance and impact of completed projects.
- Collect and analyse relevant data, prepare reports, and present findings to stakeholders.
- Identify areas for improvement and recommend strategies for enhancing project outcomes.
- Contribute to the preparation of grant applications and funding proposals to support future projects.

Qualifications

Even if you don't feel you meet 100% of the requirements, please don't be deterred from applying - we would still love to hear why you're the right person for the role!

Essential

- A genuine passion for renewable energy and sustainable development.
- Familiarity with solar and LED technologies, their installation, and operational aspects.
- Excellent organisational and time management skills, with the ability to prioritise tasks effectively.
- Strong interpersonal and communication skills, with the ability to engage and inspire diverse stakeholders.
- Demonstrated ability to work independently and collaboratively within a team.

Desirable

- Previous experience in project management, preferably in the renewable energy sector.
- Proficiency in relevant software tools for project planning, budgeting, and reporting.
- Knowledge of local regulations and policies related to renewable energy projects is desirable.



Terms and Conditions

Length of contract: 12 months (until next AGM)

Salary: Voluntary, expenses covered inline with our [expenses policy](#)

Hours/days: Approximately 10-15 hours per month

Place of work: Remote, with occasional face-to-face meetings in Croydon

Upon taking the position, you will be required to sign a Director's agreement including a commitment to attend monthly Board meetings and monthly wider volunteer meetings (giving reasonable notice if you can't), and the agreement to log time spent on CCE activities.