



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 projects within our community. Last year, we installed our [first two solar projects](#) in Croydon - and that was just the start!

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.

Responsibilities:

Project Planning and Development

- Lead the Projects Team to identify and assess potential solar projects within the community.
- Explore the potential to also develop community-funded LED lighting projects in the community
- Commission 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 the 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 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 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: ASAP until July 2026 (you may choose to re-stand for election)

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 Board meetings and wider volunteer meetings (giving reasonable notice if you cannot attend).