

## Project Lead: Job Description

**Salary:** £49,050 (@ full-time) - £54,500 pro rata. (@.9 FTE) depending on skills.

**Status:** Full time or 0.9 FTE.

**Benefits:** 4% pension, 25 days annual leave (@F/T).

**Length of contract:** 18-month fixed term October 2023 to March 2025. with potential for extension dependent on funding.

**Schedule/ hours:** 37.5 Hours per week (@F/T). Provision for flexible working. Some evening or weekend events.

**Work Location:** You will have an office base at either The Forum@Greenwich (Selce), or Blue Star House (Repowering London). You will be expected to work from the office base at least one day per week.

### To Apply

Please complete the contact details form [here](#) and upload your cv by noon 13 September 2023.

Shortlisted candidates will be asked to complete an application form by noon 27 September 2023.

If you have any questions or queries about the job, please contact Haqqa Butt: [haqqa@selce.org.uk](mailto:haqqa@selce.org.uk)

### About Selce and Repowering London

[Selce](#) and [Repowering London](#) are award-winning community energy organisations. We both specialise in co-creating and delivering community-led energy and renewable projects. We are different to ordinary businesses as we are Community Benefit Societies, a type of co-operative social enterprise. We put people at the heart of everything we do and care about the communities we work with and each other. This is reflected in what we do and how we work.

We exist to ensure our communities can benefit from and participate in the development of the energy systems of the future. We are excited to partner together for the first time to deliver a new and innovative programme of community-led domestic retrofit.

### About the project

Selce and Repowering London are partnering to deliver an innovative approach to domestic retrofit that will insulate homes, alleviate fuel poverty, and play a leading role in responding to the climate emergency. We will implement a community-led approach to address one of the great engineering challenges of our time – improving the energy efficiency of the UK's housing stock. Solving this challenge will address fuel poverty and climate change.

Our aim is to make retrofit easy to understand and access. We will provide a holistic retrofit coordination service that can be tailored to meet the needs of all households and residents. We will put people and residents at the heart of the process by taking a neighbourhood approach. To begin with, we will be working in four geographical London communities: Greenwich, Lewisham, Lambeth and Newham.

We do not work alone. Both Selce and Repowering London are part of a quiet but growing community energy powered revolution that has been building across the UK over the last decade. This project is only the start; our long-term ambition is to develop an ongoing service across London that can also be

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replicated by community energy groups across the country. Join us for the start of this retrofit revolution! We have a number of new roles to help us deliver this ambition – we look forward to hearing what you can offer and how you can play a leading role.

### About the role: Project Lead

This is an exciting opportunity for a community-minded project manager who cares about tackling energy-related issues locally and leading London towards a more inclusive and sustainable future.

As Project Lead, you will manage a diverse and supportive team to deliver the aims and objectives of this project. Our project covers Greenwich, Lewisham, Lambeth and Newham. You will lead a team composed of outreach officers, a research coordinator, retrofit assessors, retrofit coordinators, designers, and working with installers.

You will play a key role in delivering a groundbreaking programme that will demonstrate a new way to make local housing stock fit for the future. You will be an excellent communicator and be able to work with a diverse range of stakeholders. You will be excited to be at the forefront of this project, and comfortable being crucial to the success of this project.

Your role will be to design and deliver a retrofit programme that enables residents across the wealth gradient to insulate their homes. We will work with householders who are (a) on a low income by drawing down ECO4 funding to pay for their home energy upgrade and (b) those who will be funding the work themselves. The project will operate on two geographical levels: a borough-wide level targeting residents Greenwich, Lewisham, Lambeth and Newham and in addition, a neighbourhood level targeting four small geographical areas. For Repowering London these small geographical areas will be two blocks of flats, one in Lambeth and one in Newham whilst for Selce these will be two neighbourhoods (approx. 5 streets): one low-income neighbourhood in Greenwich, and one in Lewisham that is hard-to-treat and much higher income.

We are working with the software company ECMK/ PasHub and Core Logic to provide technical solutions for Retrofit Assessment, Whole House assessment and planning and TrustMark processes. But we will be designing a CRM to manage and track the overall client journey and record evaluation and impact data. Your job will entail working with ECMK/PasHub and Core Logic to develop our coworking processes and to lead on the design of a client journey CRM. There will be some overlap between your role and that of the Retrofit Coordinators in terms of Retrofit design and developing relationships with contractors. If they do not bring retrofit design skills, your role may entail some design work. If they do not have experience of on-boarding contractors, your role may involve some responsibility for the supply chain.

The project aims are to bring retrofit into the public eye, on a neighbourhood and borough-wide level. Focussing on a neighbourhood approach to street by street and block by block retrofit. Addressing the challenges of the need to decarbonise the UK housing stock, and provide warm, healthy homes, and alleviate fuel poverty.

### Job description

Reporting to  
The CEO and Project Steering Group

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## Your Role

- Design client pathways and processes from initial engagement to installation/completion of work ensuring a client centered process that provides best practice in terms of retrofit design.
- Work with ECMK/ PasHub and Core Logic to design ECO4 pathways.
- Manage and supervise a team made up of 11 staff including Retrofit Coordinators, Retrofit Assessors, Outreach Officers, A Research Coordinator and an Administrator and a Project Coordinator.
- Build effective working relationships with four local authorities.
- Oversee a process lead by Community Energy London that enables local authorities to evaluate options for low-cost finance for retrofit.
- Use your skills to support the retrofit design work.
- Alongside Retrofit Coordinators identify a pool of suitable contractors to carry out work.
- Oversee TrustMark Data Warehouse lodgement and secure all associated Certification in line with agreed timelines.
- Ensure project delivery dates are met and a pipeline of PAS 2035 compliant designs are delivered.
- Keep up to date with Government regulations and policy changes along with technical and administrative developments relating to low carbon retrofit, including new funding streams, changing quality assurance requirements and ensure that all work carried out is consistent with standards applicable at the time.
- Manage ongoing development, service improvement, budgeting, monitoring, and evaluation.
- Maintain effective financial controls of projects and provide the CEO with up-to-date projections of spend and expenditure.
- Manage and develop key strategic relationships with the funder.
- Support the Outreach Officers to ensure effective engagement with the target audience.
- Represent Selce and Repowering London at external events and conferences as required.
- To undergo training and development in line with the needs of the business and be an active Manager within the organisation.
- To assist with other duties within the scope and nature of position.
- To assist in other areas of the business when required i.e. complaints, surveillance, and auditing.

## Skills

### *Essential*

- An understanding of the retrofit industry.
- An understanding of building physics such as thermal and moisture performance of different materials, construction assemblies, building services, and ventilation systems.
- An understanding of the whole house and fabric first approaches domestic retrofit.
- Knowledge of regulatory frameworks: building regulations, planning consent and listed building consent.
- Experience of customer-facing roles, in particular dealing with private households/owner-occupied clients.
- Excellent written and communication skills.
- Competency in Microsoft Office applications.
- Ability to lead meetings including experience giving presentations to varied audiences.

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- Good negotiation skills and an ability to work with a range of stakeholders.

#### *Desirable*

- Retrofit design skills.
- An in-depth Knowledge of the Retrofit process and the roles as identified within PAS 2035.
- Knowledge of the Energy Company Obligation Scheme.
- A familiarity with CRM software e.g. Salesforce, Air Table.

#### Qualifications/ Experience

##### *Essential*

- A minimum of 2 years' experience of complex project delivery, including planning, team management, task allocation, budgeting, and reporting.
- A minimum of 2 years' experience of working on domestic retrofit/construction projects.
- A minimum of 1 years' experience of managing a project(s) with multiple stakeholders and partners.
- Retrofit Coordinator PAS 2035 qualification (Level 5 diploma in Retrofit Coordination and Risk Management) or equivalent.
- Experience of providing technical advice where necessary on Retrofit projects to clients, team members and stakeholders.
- Experience of working in a fast-paced environment that involves effective recording progress monitoring timelines, and ensuring project is delivery on time.
- Experience of energy assessment tools and models: SAP (full version), or PHPP software, and at least one of the agreed PPR assessment tools.
- Experience of use of spreadsheets for data input and management.
- Experience of working with local authorities or other public and voluntary sector partners.

##### *Desirable*

- Substantial work in compliance.
- Academic or professional qualification in a built environment discipline e.g., architect, surveyor, engineer, technician, or other discipline that provides retrofit design skills.
- Retrofit specific training or qualification – e.g., AECB CarbonLite Retrofit, Retrofit Assessor, Domestic Energy Assessor DEA, Level 4 (Retrofit Assessor).
- Experience of outcomes-based project monitoring and evaluation.
- Working with government funded Energy Efficiency and retrofit, such as ECO and LAD.
- Domestic retrofit specific experience, on individual household and whole block housing schemes.

Repowering London and Selce are equal opportunity employers. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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