



## Repowering London – Domestic Retrofit Programme Manager

**Role outline:** Managing the domestic retrofit programme at Repowering London; leading the domestic retrofit team to deliver on existing projects and working with the Community Retrofit Director to identify and deliver a sustainable business model for continued delivery.

**Contract:** Full-time role with probation period of 3 months.

**Salary:** £38,400 to £46,400

**Location:** Primarily Repowering London's office in Brixton, with option of partial working from home. Minimum of 3 days per week must be spent in the Repowering London office. Support will be provided for remote/home working if you need it.

**Application process:** CV and cover letter and interview.

**Closing date:** 23/6/24

**Contact for questions:** [julia.dunlop@repowering.org.uk](mailto:julia.dunlop@repowering.org.uk)

### About the role

We are looking for an enthusiastic and self-motivated person with experience of business development, operational delivery, and project management to join Repowering London's growing team. You will be a core part of our mission to tackle climate change and move towards a more inclusive and sustainable future.

You will be responsible for delivering existing projects that provide energy efficiency, low-carbon heat and other retrofit support for homes in London, including managing our existing domestic retrofit team. This will include street-level, single-dwelling homes as well as a growing focus on blocks of flats and multi-occupancy buildings. You will also support the Community Retrofit Director to develop a sustainable commercial offer for low-carbon heat and energy efficiency retrofit services. The aim is for Repowering London to offer these services on an ongoing basis with a sustainable business and delivery model. This would include reviewing our opportunity analysis, finalising the growth strategy and business case for approval by the executive team, and leading on implementation. We expect to see the initial launch of a commercial offer for property owners within 12 months of starting the role.

Additionally, you would support and coordinate with the existing rooftop solar and non-domestic retrofit team, to help identify synergies and build the foundations for the medium-term integration of our rooftop solar and heat decarbonisation offer in a holistic low-carbon retrofit service for both domestic and non-domestic buildings.



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You will be supported by our Retrofit Assessor, Retrofit Coordinator, and retrofit outreach team, who you will also line manage. You will also be supported by your line manager, the Community Retrofit Director, and operationally by the wider team, including our Non-Domestic Retrofit Programme Manager, Communications Officer, Finance Officer, and Corporate Support Officer. You will also be part of the Repowering London Management Team – Directors and Programme Managers – to oversee effective and successful operations across the whole organisation.

### **About Repowering London**

Repowering London is an award-winning social enterprise developing clean energy for urban communities. A community development organisation, we enable local communities to plan, fund, build and benefit from clean energy and energy efficiency projects across buildings. We help people see how they can make a real difference.

We are the UK's most experienced urban community energy innovator with a successful track record of working in partnership with major London councils and national funders for the last ten years.

Our clean energy local ownership model is scalable and strengthens communities by delivering clean energy hand in hand with a range of long-term local services and benefits – from skills training to lower energy bills and generating funds for local investment.

Our vision is for every town and city in the UK to benefit from locally owned clean energy solutions. We believe that urban buildings can be transformed into intelligent, efficient, clean power hubs, providing substantial economic, social and environmental benefits. Energy security can become the norm, inequality, and fuel poverty a thing of the past.

As a place to work, Repowering London has a strong culture of personal respect and integrity. We have a talented and diverse team, and we have all made the choice to be part of positive solutions to the collective challenges we face. We aim to create a supportive and empowering working environment, with high levels of collaboration, team support, and personal and professional development.

### **Person specification**

The right candidate will have a high level of project management and business development experience, with a track record in leading and building teams. You will be comfortable working collaboratively and managing a number of staff and external contractors. Your role will include building relationships with a range of partners, including Local Authorities, technical project partners, grant-making bodies, financial institutions, and building owners, providing strategic oversight and quality control of the work Repowering London are responsible for.

For this role, we will be looking for and assessing candidates on the following:

- Business planning and business development experience
- Project management experience
- Experience of managing and leading a team



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- Experience of delivering grant funded projects and managing relationships with funders, including writing bids and applications for new funding
- Background knowledge of the retrofit sector and low carbon retrofit technologies
- Knowledge and understanding of grant-funded retrofit schemes (e.g. ECO, GBIS, BUS etc.)
- Excellent written and oral communications skills and confidence presenting to a wide range of audiences
- Knowledge of Microsoft Office suite, in particular financial modelling in Excel
- Interest in community engagement and renewable energy
- Capacity to self-reflect on performance, proactively problem-solve and welcome feedback on performance

The following are not essential for the role but would be good to have:

- Experience of low carbon heat installations
- Experience of energy efficiency retrofit
- Experience of undertaking solar PV feasibility studies
- Understanding of building energy services and contracts
- Understanding of PAS2035 requirements
- Accreditation as a retrofit coordinator or assessor
- Experience of building energy modelling, such as SAP or PHPP
- Business to business sales experience, preferably with building and property owners
- Familiarity with Notion, MS Project or other project management tools

### **Your role as Domestic Retrofit Programme Manager**

As our Domestic Retrofit Programme Manager, you will be the propulsive energy behind establishing and developing our growing low carbon retrofit service. To date Repowering London's domestic retrofit offer has focused on research and development for innovative approaches to unlocking retrofit at blocks of flats, and delivering place-based domestic retrofit services in Lambeth and Newham that aims to increase awareness of retrofit as well as increase uptake of retrofit, either through existing retrofit grant schemes such as ECO or through working with the able-to-pay market. So far, this offer has been developed through grant funding, while our ambition is to develop sustainable business models to deliver these services ongoing.

Your role would be to build on this initial work with the completion of the business model and commercial terms, the development of a staged strategy for market entry, and to then launch and grow the new service. You will work closely with Repowering London's Community Retrofit Director, Rooftop Solar and Non-Domestic Retrofit Teams, as well as the Executive Team, to share knowledge and leads, and to support the integration of our operations into a holistic retrofit service.

You will be part of Repowering's Management Team and line managed by our Community Retrofit Director. Working with our Communications Officer, you will also agree messaging and develop materials to communicate Repowering London's offer to different types of property owner.



## **Repowering London's Employee Value Proposition**

At Repowering London we want everyone to feel valued and have the opportunity to develop your skills and experience. We offer support and work-based training to support you in your role.

Skills development is not just limited to your role at Repowering London and as an organisation we want to support employees to pursue opportunities outside of work which will broaden skills and networks.

Our team is diverse, and we recognise that everyone has responsibilities and interests outside of work; whether it is caring for family, studying, volunteering or taking time out. Repowering London want to support employees and give them the time to spend time on the things that are important to them. Our Flexi Time Policy and Volunteering Policy provide scope for ad hoc, short-term arrangements, and our Unpaid Leave Policy provides an option for those who need to take time away from work for an extended period.

### **How to apply**

Please send your CV and a cover letter via email to [info@repowering.org.uk](mailto:info@repowering.org.uk) by midnight on the 23/6/24.

We aim to hold interviews for shortlisted candidates during the week of 8<sup>th</sup> July.

We will acknowledge all applications to the role.

We reserve the right to end the recruitment process early.

Repowering London is committed to providing equal opportunities for all applicants regardless of their background. We value diversity whilst recognising that accessing employment has different challenges for different people. We encourage applications from Black, Asian and minority ethnic people; people who identify as having a disability; people from the LGBT+ community; and people who identify as working class (or have done in the past). If you would like to have an informal chat before applying, please get in touch – we would be very happy to talk to you.