



## REPOWERING LONDON - OPERATIONS MANAGER - JOB DESCRIPTION

**Role outline:** Developing, managing and monitoring Repowering London's operations, policies, processes and procedures.

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

**Salary:** £35-40k, dependent on experience.

**Location:** Minimum of three days per week in Repowering London's office in Brixton. Support will be provided for remote/home working if you need it.

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

**Closing date:** We are looking to fill this role as soon as possible and will close applications once we find the right person- so don't delay in getting your application in.

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

### About the role

We are looking for an experienced Operations Manager to oversee Repowering London's ongoing business operations, processes and procedures. You will be responsible for ensuring the smooth running, efficiency, productivity and quality standards of the business, to enable our sustainable growth at an exciting time in our development.

You will be a key member of the senior management team, reporting to the CEO.

In this role you will have to implement and maintain control of diverse business operations at a time of significant growth, so to be successful we expect you to be an experienced, efficient, agile and adaptable operations leader.

If you also have excellent people skills, business acumen, exemplary work ethic and a passion for business with purpose and Repowering London's mission, we would definitely like to meet you.

The role will include the following responsibilities:

- Plan, oversee and coordinate the day-to-day operations of Repowering London
- Work with senior leadership and delivery teams to align operational activities to strategic objectives and development plans
- Develop and implement operational policies, processes and procedures that reflect the organisation's current and emerging needs
- Provide support to the Directors and senior management team in delivering our goals for performance and growth
- Ensure our operational policies promote our company culture and vision
- Foster a positive work environment and encourage collaboration across teams

- Supervise, train and mentor the Repowering London team to encourage high performance and embed job satisfaction
- Leverage data and technology to streamline operations and drive productivity and innovation
- Establish and maintain a monitoring framework to quantitatively evaluate our performance against the business strategy and provide regular report to senior management
- Develop and manage operational budgets, ensuring cost-effectiveness
- Support senior management team in financial management procedures and fiscal activities including budgeting, reporting and audit requirements
- Manage and allocate resources (suppliers, people, equipment, materials) effectively
- Ensure Repowering London has all the relevant systems in place to run smoothly and remain compliant with all relevant regulations including but not limited to: employment law; charity law; company law and health & safety legislation

### **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.

### **About you**

The preferred candidate will have the following abilities and aptitudes:

#### **Essential**

- Proven (at least five years) experience as an operations manager or in an equivalent, relevant role
- Strong understanding of core business functions such as project management, HR, finance, marketing
- Outstanding organisational and leadership abilities with a focus on continuous improvement
- Analytical mindset with exceptional attention to detail
- Strong leadership skills, decision-making and problem-solving capabilities
- Able to calmly manage multiple priorities in a fast-paced environment
- Skilled at managing budgets and optimising resources
- Working knowledge of data analysis and performance/operational metrics

- Working knowledge of business software, including MS Office & MS Office 365, as well as data management and project management tools

**Preferred**

- BSc/BA in Business Administration, Operations Management or related field or the equivalent practical experience
- Experience in fundraising and bid writing

While the role will be primarily internally focused, as a small organisation there will occasionally be the need for externally facing meetings and presentations with clients, partners and funders. As such we would be particularly interested in candidates who, in addition to the above, also possess excellent communication skills and are confident public speakers.

**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 wants 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) . We will acknowledge all applications for the role.

There is no closing date for the role as we will appoint as soon as we find the right candidate.

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.