

Job Description

Post: Project Coordination Officer

Responsible to: Chief Executive Officer

Salary: £31,000 - £36,000

As Project Coordination Officer you'll be responsible for a number of fuel poverty related projects that work directly with project delivery partner organisations from within our charity's membership and the funders of these activities. You will ensure that projects maximise the support available to low income, vulnerable and fuel poor households in Scotland.

You'll be curious, driven, impact-focused with attention to detail, passionate about "doing the right thing" and ensuring that Energy Action Scotland continues to be able to delivery it's key aim of helping vulnerable fuel poor households in Scotland.

About Energy Action Scotland

We are a values driven organisation and recognise that it is how we go about our work that is the key to success. We embrace our values, and this is evident in everything we do.

- **Collaborative** - *we work well with others, supporting each other in all that we do*
- **Creative** - *we will challenge traditional thinking and develop new approaches to deliver the best results*
- **Excellence** - *we will do the very best that we can every day to make a difference to the lives of others*
- **Fairness** - *we will do what is right for our colleagues, our partners and the people that need us to be successful*

We secure funds through grants, donations and contracts to help people who are unable to heat and power their homes to a safe standard for their health and wellbeing. Over 1 in 3 households need help, many with underlying health conditions or needs that should mean they are warmer for longer, but this is out of reach for far too many people. Join us and make a difference.

Responsibilities:

- To co-ordinate the Energy Action Scotland projects for which the post holder has responsibility, to achieve outputs and outcomes agreed with project funders
- Liaise with the Business Development Manager regarding contracting and granting of activities to delivery partners consistent with the conditions of funding operating for each project
- To work with the Business Development Manager to identify and develop new programmes of work including preparation of funding applications, presentation of funding proposals to relevant funding bodies
- To liaise with appropriate members, partners, charities, statutory bodies, local authorities, private sector companies, government agencies, fuel utilities and other relevant organisations to secure the effective delivery of projects
- To maintain appropriate records, statistics and performance data in order to ensure the progress of work towards project targets is monitored and that project outcomes may be fully evaluated
- To produce regular written reports on project progress and achievements for project funders, including final reports detailing project achievements and outcomes
- To promote projects as widely as possible, in agreement with partners and funders
- To contribute to the development of further programmes of work, in liaison with colleagues and member organisations, and to assist in securing funds for their implementation
- Promote and develop Energy Action Scotland through maximizing the learning from our project delivery
- Any other duties as required

About you

- Proven applied experience in a project development, delivery or management role with a good understanding of the principles of project management
- Excellent analytical skills and ability collect and review data to satisfy reporting requirements
- Experience in project budgeting and understanding financial reports
- Ability to respond rapidly to external developments to ensure continuity of delivery
- Effective written communication skills and the ability to write for a range of different audiences
- Excellent ability to work independently and collaboratively. You will be highly motivated, organised and able to manage your work commitments effectively
- Confident and skilled in the use of Microsoft Office, in particular the use of spreadsheets and written documents
- Educated to degree level or similar in a social science, or a related discipline