

JOB DESCRIPTION



Job title	Project Manager
Job location	Office-based at either AgilityEco’s head office in Sutton or Bierce offices in Aylesbury. Occasional travel to other offices as well as to meet with clients will be required.
Hours	37.5 hours per week with 23 days annual leave. Permanent contract
Purpose Statement	<p>AgilityEco is a dynamic and fast-growing business that has established a leading position in the origination and delivery of energy efficiency and fuel poverty programmes. Our clients include many of the major energy supply companies, network operators, Local Authorities, and industry supply chain partners. An important aspect of our business is managing large scale energy efficiency and fuel poverty projects, such as:</p> <ul style="list-style-type: none"> • LEAP (the Local Energy Advice Partnership): A Warm Homes Discount Industry Initiative project, providing important advice, support and energy saving measures to fuel poor and vulnerable households referred by local authorities and local referral agencies • ECHO (Emergency Central Heating Offer): ECHO provides immediate help to vulnerable residents whose boilers have broken down. Over the past three years ECHO has repaired or replaced over 5,000 boilers. • WHF (Warm Homes Fund): AgilityEco is managing three WHF projects providing first-time central heating and gas connections to around 4,000 households over a three year period next three years. • LAD (Local Authority Delivery): Working with around 20 Local authorities AgilityEco is supporting households with the installation of a range of energy efficiency, low carbon heating and renewable energy generation measures. <p>Work in this area of the business is dynamic and fast-paced owing to the agile nature of the business and the ongoing development of new projects. As such the projects the Project Management is responsible for may change over time.</p>
Role description	<p>The Project Manager is expected to take responsibility for all aspects of a project(s). This will include, but is not limited to:</p> <ul style="list-style-type: none"> • Referral generation: Managing and developing existing and new partnerships with Local Authorities, charities and other partners to identify households in need of the services offered. • Managing project finances: Implementing and overseeing appropriate processes to ensure that projects are delivered to budget working with colleagues to provide accurate cashflow forecasts. • Customer journey management: Ensuring that an efficient journey is in place and followed to give a positive experience for the end user whilst balancing the need for the project to comply with scheme rules and regulations. • Partner management: Working with suppliers and other partners to ensure that projects are delivered on time and to expected standards. This will include managing the allocation of work to supply chain partners, working with contractors to overcome barriers and resolve issues and holding regular meetings to analyse MI and discuss project progress. • Data management and analysis: Making use of available data sources to

	<p>monitor project delivery as well as working with colleagues to develop new methods to better manage projects.</p> <ul style="list-style-type: none"> • Compliance: Ensuring that a robust audit trail is in place to evidence the proper use of project funds including appropriate quality assurance activities. • Training: Providing training and support to colleagues to aid in the delivery of the project(s). This may include the development of written guidance, the provision of training sessions and ad-hoc support. • Other: Any other reasonable duties commensurate with the post, which may be allocated from time to time.
Dimensions of role	This role sits within AgilityEco's Projects team reporting directly to the Head of Operations. It is expected that the Project Manager will have one or more direct reports.
Essential skills, knowledge and expertise	<ul style="list-style-type: none"> • Project management qualification/experience (2 years +) • Experience in managing internal and external stakeholders • Knowledge of the energy efficiency and fuel poverty sector • Strong commercial acumen • Analytical skills including advanced use of spreadsheets
Person specification	<ul style="list-style-type: none"> • Ability to manage and prioritise multiple tasks in a fast-moving environment • Good verbal and written communication, time management and organisation skills • Ability to work under pressure and to tight deadlines • Critical thinking and problem-solving skills • Self-motivated, driven and proactive • Ability to maintain the highest level of confidentiality