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**JOB DESCRIPTION**

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| **Job title** | Project Manager |
| **Job location** | Hybrid role based near to either AgilityEco’s offices in Sutton or Aylesbury. Occasional travel to other offices as well as meetings with clients will be required. |
| **Renumeration** | £35,000 - £50,000 per annum dependant on experience |
| **Hours** | 37.5 hours per week with 25 days annual leave earning 1 additional day per year of service up to 30 days, plus bank holidays  Permanent contract |
| **Purpose Statement** | 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, fuel poverty specialists, 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:   * **WHF (Warm Homes Fund):** AgilityEco is managing WHF projects providing retrofit energy efficiency upgrades to make customers’ homes warmer and cheaper to heat. These include air source heat pumps and insulation measures. * **Home Upgrade Grants (HUG):** Working with around 30 Local authorities AgilityEco is supporting households with the installation of a range of energy efficiency, low carbon heating and renewable energy generation measures. * **Warm Homes: Local Grant:** this recently announced scheme will run from April 2025 – March 2028 as a successor to the HUG scheme and will provide energy efficiency and renewable measures for low income households. AgilityEco anticipate partnering with a large number of local authorities to access this funding and delivery support to households in their area. * **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.   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. AgilityEco is actively exploring the requirements to support different types of customers and to increasingly focus upon renewables in line with GB’s net zero strategy. Over time we expect new projects to emerge in this area. The projects the Project Management team is responsible for will evolve over time. |
| **Role description** | The Project Manager is expected to be accountable for all aspects of a project(s). This will include, but is not limited to:   * **Referral generation**: Setting the plan for generating customer demand for retrofit upgrades, across AgilityEco’s own channels and using relationships with Local Authorities and other referral organisations. * **Forecasting:** Developing, agreeing and managing the project delivery forecast. * **Managing project finances:** Ensuring that projects are delivered to budget working with colleagues to provide accurate cashflow forecasts. * **Customer Experience and journey management:** Defining the project specific customer journeys, establishing target metrics and ensuring that customer experience meets appropriate standards and is in line with contractual commitments and client expectations. * **Partner management:** be the key point of contact for client(s) to develop a successful partnership to ensure successful delivery against their aims and objectives. * **Project management:** responsibility for project planning and governance activities to provide oversight of our internal team’s delivery against contract KPIs and internal targets. This will include a close working relationship with our Applications, Customer Services, Supply Chain, Installers and Installation Ops teams to ensure efficient delivery of work by our supply chain partners and working to overcome barriers and resolve issues. * **Reporting, data management and analysis:** Making use of available data sources to monitor project delivery as well as working with colleagues to develop new methods to better manage projects. * **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 to a Senior Manager or Director. It is expected that the Project Manager will have direct accountability for to a client and one or more direct reports. |
| **Essential skills, knowledge and expertise** | * Project management qualification/experience (2 years +) * Experience in managing internal and external stakeholders * Knowledge of the energy efficiency, renewables and fuel poverty sector * Strong commercial acumen * Analytical skills including advanced use of spreadsheets |
| **Person specification** | * Delivery focus – able to identify and solve blockers to ensure delivery stays on track. * 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   **AgilityEco is an equal opportunities employer, we value diversity and individuality and welcome applicants from all backgrounds and communities.** |