

## Project manager / senior project manager job description

Location: Exeter

Salary range: £30-41k per annum dependent on experience

Contract: Permanent and full time.

Established in 2003, Regen is a not-for-profit centre of energy expertise, market insight and analysis with a mission to accelerate the transformation of the world's energy system to a zero-carbon future. We are looking for an innovative and analytical person to help us grow our work and impact.

### We offer a unique place to work:

**Cutting edge work:** Regen works at the forefront of the transformation of our energy system. You will be working with the key players in government and industry, undertaking the analysis that underpins innovation and new approaches to the complex and difficult challenges in decarbonising energy.

**Mission led:** Everything Regen does is about transition to clean energy to combat climate change. We have no shareholders to keep happy and so we can work where we think we can have the greatest impact – whether that's developing models of the future energy system to underpin policy and investment decisions or supporting community energy groups.

**At the heart of the energy sector:** Regen is at the heart of a network of organisations working to transform energy. With over 200 member organisations, a pioneering network promoting diversity and some of the leading events this is a unique place to develop your skills, networks and profile.

**A unique place to work:** Regen is built on a shared commitment by a team of talented people to make an impact. Our culture is based on trusting and empowering our team and challenging ourselves to do excellent work that drives forward our mission.

### What you will be doing

You will be leading the delivery of our constantly evolving projects to accelerate the energy transition. Current projects include, future energy scenarios for utilities; helping regions who have declared 'climate emergencies' and innovation projects to develop local energy markets.

Specific tasks will include:

- Leading and supporting the delivery of projects, ensuring milestones are met, budgets are adhered to and clients are satisfied
- Undertaking technical and economic options appraisals to support decisions by key organisations in the energy sector
- Writing reports and briefings on sector innovations, policies and the market
- Contributing content, analysis and insight to our work across the team
- Building relationships with key stakeholders across the industry and within government, gathering intelligence and developing Regen's profile in an area of our work
- Identifying and shaping opportunities, creating new innovative proposals and helping Regen to grow its business
- Encouraging businesses to take up Regen membership and attend our events

## About you

### Knowledge and experience

You will need a degree-level qualification, with extensive relevant experience, including:

- experience and knowledge in the subject of energy that will likely include areas such as: renewable energy, energy efficiency, "smart" energy business models and technologies, grid and infrastructure, renewable heat, energy for transport, local energy supply and decentralised generation, new energy business models, energy markets and finance.
- people with a non-energy background will be considered but will need to demonstrate an interest in energy and the relevance of their experience.
- project management experience with technical and business skills
- an ability to translate complex data and ideas into simple and compelling content
- excellent writing and presentation skills with an ability to write clear & authoritative reports
- excellent communication and interpersonal skills able to gain respect and credibility
- strong data analysis capability with good IT and spreadsheet skills

For a senior project manager role, we would also be looking for someone with

- broad commercial and business experience including shaping proposals and bid writing
- track record of more complex project delivery and team leadership
- clear potential to move into a senior management role

### Your approach

Regen has a strong culture with an emphasis on team working, empowerment, independent thinking and commitment. You will need to be:

- able to work independently and flexibly with lots of energy and commitment
- highly organised and focused on delivery, with strong project management capability
- proactive and adaptable; suited to working in a small, dynamic organisation
- experienced in relationship development and well-networked
- a team worker, able to maximise team value and synergies
- ambitious to develop your expertise and ability to support Regen's mission
- committed to accelerating the shift to zero carbon energy

### Employee benefits

- 25 days paid holiday increasing in increments to a maximum of 30 days (+ bank holidays)
- Flexible working
- Cycle scheme
- Interest free season ticket loans
- Childcare vouchers
- Enhanced maternity leave and flex return
- 5% Employer pension contribution
- Continuing professional development plan for all employees

### Application process

Interested candidates should send a CV with a 2 page covering letter describing your suitability for the role to Katrina Jackson, [kjackson@regen.co.uk](mailto:kjackson@regen.co.uk) by 03 May 2019.

Regen aims to be an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.