



Job details: Chief Executive Officer (CEO)

BACKGROUND INFORMATION ON 361 ENERGY CIC

361 Energy CIC is a well-established community energy organisation that was set up in 2012. It is a not-for-profit community interest company that works across the Council districts of North Devon and Torridge.

The main focus of the work of the organisation is to provide home energy advice to the local community. These are primarily grant funded visits to low income and vulnerable households. We also assist with retrofit of homes with energy saving and renewable technologies through Government funded schemes and are able to pay service through our team of Retrofit Coordinators. Our business energy advice work has grown, working with local businesses and farms doing energy audits and carbon footprints.

We are keen to develop community owned renewable energy schemes if possible and also organise community engagement events such as an Energy Fair and Climate Change workshops for Councils and activities for local schools and colleges. 361 Energy had a turnover of £419.5k in 2023/24 and applied to become a charity in August 2024.

TERMS AND CONDITIONS OF EMPLOYMENT

EMPLOYER	361 Energy CIC
LOCATION	Our office is in Barnstaple, North Devon We are open to flexible working blending home and office working
HOURS	37.5 hours a week (full time) Core office hours are 10am – 3pm with flexible working hours outside these.
START/END	Start as soon as possible. Fixed term contract to 30 September 2026 and with the potential for extension subject to funding
SALARY	£42,000 – £44,000 per annum
HOLIDAYS	26 days per full holiday year including 2 days to be taken between Christmas and New Year, plus all public holidays
PENSION	361 Energy provides a 5% pension contribution to the NEST pension scheme
PROBATION	6-months, notice one month on either side, following probation, notice period is 3 months on either side

JOB DESCRIPTION

Post: Chief Executive Officer (CEO)

Responsible to: Directors/Trustees of 361 Energy

MAIN PURPOSE OF ROLE:

- Lead the development and delivery of 361's strategy with a view to achieving the vision and charitable aims of the organisation
- Manage the organisation on behalf of the Board of Directors/Trustees, having overall responsibility for all day-to-day management decisions and for the creation and implementation of 361's business plans
- Lead the team of staff and contractors to ensure effective delivery of all services
- Develop the services to meet new project requirements, to meet service demand, to improve efficiencies and outcomes, and to generate income
- Represent 361 externally, building relationships with partners, showcase achievements and strengthen the organisation's profile

KEY RESPONSIBILITIES AND TASKS:

- To ensure that 361 Energy's team of staff and contractors is effectively managed and motivated to deliver on the organisation's strategy with appropriate processes and internal reporting
- To ensure team activity is managed and scheduled to deliver the services and ensure contractual obligations are met
- To define an efficient, affordable and sustainable organisation structure to deliver 361 Energy's goals
- To embed a customer focussed and efficient delivery ethos within the team, ensuring development of the team's skills, through guidance, coaching and training
- To analyse the staff capacity for delivering contracts and where necessary new staff will be recruited with the support of other managers
- To ensure that the management team develops up to date policies on topics like safeguarding and data protection and they are followed within the organisation
- To be the primary point of contact between the board of Directors/Trustees and to develop the strategic direction for the organisation in partnership with the board
- To work with the financial management team and ensure appropriate monitoring and management of the financial performance of the organisation and present timely reports on cashflow and accounts to the board
- To establish a firm financial base for the organisation through fundraising and income generation
- To act as the visible leader of 361 Energy within the organisation and externally, raising the organisation's profile with stakeholders and funders
- To attend partnership meetings and participate in meetings of stakeholders and funders or delegate to this work to other members of the management team
- To ensure the management team produce monthly performance reports on service delivery

- To ensure that regular reports and evaluations are produced for project funders and 361 Energy's board of volunteer Directors/Trustees

PERSON SPECIFICATION

Essential skills and attributes:

Experience

- Successful leadership role within a similar sized or larger SME or third sector organisation
- Proven experience in strategic planning and delivery against the vision, mission and strategy of an organisation
- Credibly represented an organisation with partners and developed projects
- Proven budgetary experience, including writing budgets and managing staff capacity
- Experienced in writing grant applications with a track record of success
- Involvement in services that improve outcomes for vulnerable, low income or disadvantaged communities and people

Skills

- Exceptional leadership and management skills
- Strategic thinking, with the ability to create and identify opportunities
- Ability to understand and interpret complex financial information
- Can confidently synthesise complex information, making well-informed final decisions
- Ability to understand and communicate strategic and complex material relevant to the operations of the organisation
- Excellent verbal and written English and IT skills
- Highly developed presentation skills and experienced public speaker with the ability to engage and motivate people at all levels

Knowledge

- Familiarity with the domestic energy sector and income streams available for domestic energy advice and to third sector organisations in the UK
- Familiarity with the principles and issues relating to sustainability and fuel poverty
- Good general knowledge of the regulatory landscape of charities and operating requirements of companies
- Awareness of environmental, social and economic problems and the roles of public, private and voluntary sectors in tackling them

Personal Attributes

- Tact and diplomacy when managing colleagues and liaising with local partners
- Ability to work flexibly according to the demands of the workload
- Ability and willingness to prioritise, work to deadlines and juggle multiple priorities

- Education to a degree level, equivalent qualifications or relevant experience
- Experience of developing and/or managing projects in the field of energy efficiency, housing, local government or the social services

Desirable criteria

The following attributes are **desirable** but not essential:

- Knowledge of building energy efficiency
- Level 3 Award in Energy Awareness
- Experience of providing home energy advice
- Knowledge of programmes and funding available for energy efficiency improvements for low-income households
- Experience providing or managing services for vulnerable customers
- Experience of providing or managing advice for low-income households in energy efficiency or related fields
- Knowledge and understanding of sustainability issues and an interest in the objectives that 361 Energy seeks to deliver

APPLICATION PROCEDURE AND INTERVIEWS

Applications should be emailed to info@361energy.org and include a CV and a 1-page description of why you meet the job specification. The closing date for applications is 5pm on Friday 22nd November 2024.

INTERVIEWS Will be held via ZOOM in the first week in December

If you would like more information about the role, please email: info@361energy.org

361 Energy CIC aims to be an equal opportunities employer. We welcome applications from any applicant who has the necessary skills and experience for the post. We would also welcome applications from candidates who feel they have important experience they could bring to this role.