



# ENERGY EFFICIENCY PROGRAMME MANAGER

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## CONTACT:

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## SUMMARY

EP Group is seeking a Programme Manager for a clean energy programme, ideally with good subject matter knowledge in at least one of: energy efficiency, renewable energy, distributed energy and flexibility, sustainability, sustainable finance, carbon management.

The Consultant will be home-based but with frequent project meetings in various locations around the UK, and with occasional international travel anticipated as Covid-19 restrictions allow.

The Programme Manager will manage the delivery of the ESCO-in-a-box energy efficiency programme alongside contributions to other consultancy and innovation projects. ESCO-in-a-box projects are currently taking place in various UK locations, the USA, East Africa and South East Asia, and more projects are planned as the solution gains traction. This is an opportunity to work with a leading specialised consultancy and gain exposure to innovative and impactful projects addressing the climate crisis.

A full-time contract with immediate start and a 6-month probation period is envisaged. Salary range £40,000-55,000 depending on experience. We are happy to discuss flexible working arrangements.

## BACKGROUND

1. EP Group (formerly EnergyPro) is a group of companies with the purpose of accelerating investment into the energy transition and progress towards net zero. We inform, innovate, incubate and invest. Our consultancy company, EP Consultancy ('the Company'), specialises in energy efficiency, energy services and the financing of energy projects and companies. It advises corporates, investors, national and local governments, and international institutions.

2. The Company undertakes selected innovation and demonstrator projects in order to develop IP and know-how related to this core purpose, and is currently delivering several such contracts. One current project focuses on the development of micro grid projects as a solution for decarbonising local energy systems, involved a number of demonstrator projects across Europe. The other project focuses on the investability of energy efficiency, in particular the standardisation of project and asset data for investors. The Programme Manager will have the opportunity to contribute to these projects among others.
3. The Company is currently focused on commercialising a new solution called 'ESCO-in-a-box', working with UK clients – in particular Local Authorities, Local Enterprise Partnerships and community energy organisations – and overseas clients in the USA, East Africa and South East Asia. The Programme Manager will support the delivery of services to these clients as their main focus, as well as supporting the ongoing development and commercialisation of ESCO-in-a-box.
4. The Company has immediate need for a Programme Manager with experience in related fields to co-deliver this projects, over time assuming overall responsibility for delivery of ESCO-in-a-box projects. The successful candidate will need to take ownership of project management activities and oversight of project content, while coordinating closely with the EP Consultancy team who continue to develop and commercialise the ESCO-in-a-box solution.

#### MAIN RESPONSIBILITIES

1. Work seamlessly with the EP Consultancy team and relevant project teams:
  - Self-manage workload while coordinating closely with colleagues;
  - Capture requirements of each project, identify synergies with other projects and current know-how, and identify opportunities for innovation;
  - Be agile and responsive to shifting requirements and priorities;
  - Manage client expectations and manage risk;
  - Seek to maximise the positive impact of our projects, in line with EP Group's [Impact Strategy](#)
2. Take responsibility for project management of existing and new ESCO-in-a-box projects:

- Grasp the core concepts of the ESCO-in-a-box solution, the benefits for licensees and other project partners, and how it fits with other aspects of achieving regional or national net zero targets;
  - Plan projects in detail using best-practice techniques;
  - Ensure the profitability of projects through careful budgeting, we expect candidates to have experience of project budgeting and controlling cost throughout implementation;
  - Assure the quality of all written outputs;
  - Build relationships with project stakeholders, including UK and overseas clients, delivery partners and funders;
  - Give confidence to project funders and sustain timely, transparent, compliant and useful reporting;
  - Develop and implement systems to track progress and to support delivery partners in achieving milestones and objectives;
  - Be able to pivot and change direction in response to shifting requirements, timescales, or when projects hit real-world challenges. Candidates should be able to provide examples of flexibility in project management from their experience;
  - Look for synergies between projects, particularly in strategic advantages and allocation of resources, and ensure the ESCO-in-a-box programme is aligned to the Business Plan and creating value for EP Group.
3. Develop and apply subject matter knowledge in the following areas. We expect candidates to have experience in project and/or programme management in at least one of these fields.
- energy efficiency and/or energy systems
  - distributed energy, flexibility, smart grids and micro grids
  - sustainable finance and investment
  - carbon management, net zero, environmental disclosure and reporting
  - other relevant clean tech
4. Report-writing and other communication of methods, findings and conclusions. The approach should combine academic rigour with a commercial focus and a sense of urgency.
5. Presentations and meetings – virtual and in-person – with clients and stakeholders.
6. Other tasks as necessary to achieve the project outcomes, as required.

The role will report to Alex Rathmell, Managing Director for Consultancy. Salary range £40,00-55,000 depending on experience. The role will be home-based but with frequent meetings in various locations around the UK, particularly London, and with occasional international travel anticipated as Covid-19 restrictions allow.

## PERSON SPECIFICATION

### 1. Qualifications and experience:

- Graduate qualification in a relevant discipline, post-graduate qualifications an advantage;
- Relevant project and/or programme management qualifications;
- Relevant experience in project/programme management roles.

### 2. Skills:

- Excellent verbal and written communication skills, including ability to lead discussions and meetings, and to write reports to a high standard;
- Excellent project management skills;
- Process mapping skills;
- Expertise in relevant software;
- Numeracy;
- Commercial awareness;
- Ability to work under time pressure and to meet deadlines.

### 3. Attributes:

- Highly organised, self-tasking, able to thrive in a high-performing team;
- Comfortable with remote working, and managing competing priorities;
- Ability to synthesise complex and potentially contradictory information;
- Tenacity and patience.

### 4. An interest in and a commitment to bringing about a just transition to a cleaner, greener environment, aligning with the wider purpose and goals of the Company, are essential.

## HOW TO APPLY

The Company is committed to creating a diverse working environment. All qualifying applicants will receive consideration for engagement as a consultant, without regard to



race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or background.

Please send a CV along with a covering letter explaining why you want to work with ep group, outlining your suitability for the role with a focus on previous projects.

Your application should include:

- Your name and contact details;
- A concise CV;
- A covering letter as above.

We will ask shortlisted candidates for details of two references from previous projects. You do not need to provide these with your application, but if you do please state clearly whether we may contact referees at this time.

Applications should be sent to Christine Southam ([christine.southam@energyproltd.com](mailto:christine.southam@energyproltd.com)) by 0900 on Tuesday 19<sup>th</sup> April 2022 (after the Easter Bank Holiday.) Applications will be screened and shortlisted candidates will be invited to an interview via video call. If called to interview we will ask you to prepare a 5-minute presentation on why your approach to project and programme management is suited to a programme like ESCO-in-a-box.