

Westmill Sustainable Energy Trust - MICROGRID LOCAL CO-ORDINATOR

www.weset.org

About the Trust

WeSET is a Charity with the objective of encouraging and promoting the deployment of sustainable energy, in particular (but not exclusively) within a 25 mile radius from Westmill Wind Farm. The Trust is managed through a board of trustees, drawn from different backgrounds.

About the Energy Local Model

Large amounts of our local renewable generation are currently exported to the electricity network, before being sold back to us via utility companies. This process is inefficient and more expensive than using our energy locally.

The UK Government's Technology Strategy Board is funding a trial of new systems that would allow participants to benefit from lower cost and local electricity at times when it is available. Watchfield and Shrivenham have been selected for the location of a Microgrid trial because they are close to Westmill Wind Farm and Solar Park, and a relatively high number of households have domestic renewable energy.

WeSET are a partner in this exciting project and together with Energy Local Ltd and others, has responsibility for community engagement within Watchfield and Shrivenham including, identifying potential trial participants and communicating progress to the local community.

This role

The role of the Microgrid Local Co-ordinator is to:

- facilitate the engagement with local organisations and residents within the Watchfield and Shrivenham community in order to identify and retain potential participants,
- help facilitate interviews and maintain contact with participants throughout the expected 2 ½ year life of the project,
- participate in the writing of briefings and updates and arrange local publication

The Microgrid Local Co-ordinator will be expected to act in the best interests of the Trust and the Energy Local project and follow the guidance of the Trustees.

More specifically, the Microgrid Local Co-ordinator will:

1. Organise pre-project publicity in order to brief local organisations, e.g. parish councils, and encourage as many local people to attend briefings as possible.
2. Organise the Energy Local public meetings programme, including identifying and contacting specific parties within the local community. It is expected that public meetings will be held in Watchfield, Shrivenham and potentially Longcot at the outset and possibly at other times.
3. Facilitate the identification of Microgrid participants and set up interviews with other project partners.
4. Together with other Energy Local partners, support the development of briefing papers and publicity materials.
5. Organise a regular participant briefings programme throughout the project including booking meeting rooms, inviting participants, making logistical & catering arrangements, arranging equipment, communication and liaison with speakers.
6. Be the on-point contact for other Energy Local partners seeking information about local engagement matters.
7. Work with the Trustees and other partners to manage and update website information.
8. Provide other related services as agreed with Trustees.

This individual will report to WeSET's Energy Local Steering Committee member and is expected to liaise with other Trustees and Energy Local partners. The expectation is this role will evolve as the project develops.

The Microgrid Local Co-ordinator may be based at home, but required to travel locally and possibly further afield to Energy Local meetings. Access to IT equipment, the internet and a telephone is required.

Skills and experience

Essential

1. A strong interest in and support for sustainable energy.
2. Experience of organising local events and managing publicity.
3. Demonstrable skills in managing time in self and others.
4. Written skills - able to produce concise simple reports with minimal oversight or correction.
5. Numerical skills - able to manage a project budget.
6. Solid understanding of modern IT systems.
7. Able to work flexibly, including in evenings and (with advance warning) occasional weekends.
8. An ability to manage confidentiality and form effective working and supportive relationships with individuals from different backgrounds including participants, Trustees and other Energy Local partners.
9. Good communication skills - for example able to deal with participants and partner organisations and able to speak publicly.

Desirable

1. Understanding of how to use/update a website and basic social media (e.g. Twitter).
2. Knowledge of how charities operate and the rules that apply to them.
3. Knowledge of aspects of the renewables sector.

Terms of contract

The Energy Local project is planned to last 2 ½ years. The contract between WeSET and the Microgrid Local Co-ordinator will initially be for six months, commencing on the 1st December 2014 and may be terminated by either side in writing with one month written notice. The contract will be reviewed at the end of this term and may be extended by mutual agreement for another period, be revised or canceled.

The Microgrid Local Co-ordinator will need to work flexibly to suit the needs of the Microgrid project. Work to be invoiced at the rate of £88 for an 8 hour day, plus reasonable expenses in line with the Charity's standard expenses policy. Probably one day per week should be assigned to this project initially.

WeSET and the Microgrid Local Co-ordinator will remain independent entities. The Microgrid Local Co-ordinator will not be an employee of WeSET. As an independent contractor the Microgrid Local Co-ordinator will be responsible for his or her own income tax payments, National Insurance contributions, VAT liabilities, personal insurance, vehicle insurance, health and pension arrangements. Reasonable expenses are payable in line with the Charity's standard expenses policy.