

## **Westmill Sustainable Energy Trust - Contract Project Officer: role description**

**[www.weset.org](http://www.weset.org)**

### **About the Trust**

The objective of the Trust is to encourage and promote 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.

### **This role**

The role of the Project Officer is to promote sustainable energy within the community. This will include working with schools, universities, clubs & societies, councilors and the general public. Activities include developing, marketing and leading visits to the Westmill Wind Farm and Solar Park, supporting Open Days and a biennial event, assisting with updates to the website, and developing educational and promotional material. The Project Officer may also deliver presentations in schools or to community groups.

The Project Officer will be expected to act in the best interests of the Trust and follow the guidance of the Trustees.

More specifically, the Project Officer will:

1. Organise the WeSET annual events programme, including identifying and contacting specific parties that wish to visit the site, and making suitable logistical arrangements.
2. Organise and run the bi-annual event (next in 2015), including arranging equipment, planning accommodation, communication, liaison with speakers, identifying and contacting sponsors.
3. Be the on-point contact for schools, colleges and universities, working proactively to encourage educational visits to site and attendance at events. Assist with developing educational materials and tools.
4. Promote our messages to key audiences in schools/colleges/universities and to community groups through a range of media, in part by giving both in-house and on-site presentations and guided tours.
5. Work with the Trustees to manage and update information on the website.
6. Perform other related activities throughout the year as required by the trustees.

The first point of contact for this individual will normally be the Chair of Trustees. The expectation is this role will evolve and develop as the Trust extends its work. Trustee meetings take place every month/six weeks in the evenings - usually in or around Shrivenham, but also sometimes elsewhere in Oxfordshire.

The Project Officer will be based at home, but required to travel to site, schools, meetings, etc, as necessary. The Project Officer will have a car, and a full drivers license. In addition, access to IT equipment, the internet and a telephone is required. As a consultant the Project Officer is required to have their own insurance.

## **Skills and experience**

### **Essential**

1. A strong interest in and support for sustainable energy.
2. Experience of organising events.
3. Specific experience of working with children, and a good knowledge of the education system.
4. Demonstrable skills in managing time in self and others.
5. Written skills - able to produce concise simple reports with minimal oversight or correction.
6. Numerical skills - able to manage a project budget.
7. Solid understanding of modern IT systems.
8. Able to work flexibly, including in evenings and (with advance warning) occasional weekends.
9. An ability to work and form effective working and supportive relationships with individuals from different backgrounds including Trustees and volunteers.
10. Good communication skills - for example able to deal with suppliers and sponsors.
11. Able to speak publicly.
12. Able to manage confidentiality.

### **Desirable**

1. Understanding of how to use/update a website and basic social media (e.g. twitter).
2. Good understanding of the National Curriculum.
3. Knowledge of how a Charity operates and the rules that apply to them.
4. Knowledge of aspects of the renewables sector.
5. An interest in the arts sector.
6. An up-to-date DBS (CRB) certificate (WeSET will request a DBS certificate for the successful candidate if they do not already have one).

### **Terms of contract**

The contract between WeSET and the Project Officer will initially be for six months. The contract will commence on the 1<sup>st</sup> December 2014 and may be terminated by either side in writing with one months 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 Project Officer will need to work flexibly to suit the needs of the Trust. 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 initially.

WeSET and the Project Officer will remain independent entities. The Project Officer will not be an employee of WeSET. As an independent contractor the Project Officer will be responsible for his or her own income tax payments, National Insurance contributions, VAT liabilities, personal insurance, vehicle insurance, health and pension arrangements.