



## **Recruitment of a Dorset Community Energy Technical Director**

### **Dorset Community Energy**

Dorset Community Energy (DCE) has raised £1.5 million to install PV on schools, hospitals and community buildings. Founded in 2013 as a Community Benefit Society, and with 200 members, DCE exists to create a fair and just energy transition by building distributed and renewable energy systems, and reducing local energy demand through energy efficiency and retrofit.

### **Job Description**

This is a key role involving line management of Dorset Community Energy external technical consultants (including the Asset Manager and Project Managers) and providing technical advice to the directors on development of new projects. The following tasks form key elements of the role:

- Identify potential schemes, assessing scheme design & technical assessment of viability
- Make presentations to third parties
- Seek grant funding to assist development
- Obtain and evaluate quotations and tenders
- Advise directors on new project development
- Commissioning new schemes and contracts - heads of terms, leases, installation contracts
- Appoint new Project Managers & line manage existing Project Managers
- Obtain and place new project development contracts
- Obtain and place maintenance contracts
- Line manage Asset Manager
- Develop and maintain framework for maintenance and repair work
- Arrange annual installation insurance cover
- Check and set up invoices for payment
- Setting up PPA contracts as required
- Check PPA payments and pass to Finance Director
- Review budgets and accounts with Finance Director
- Submit quarterly FiT meter readings
- Advise on updating the website
- Other similar activities as directed

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The position will include authorisation to set up payments on Dorset Community Energy online banking (to be authorised by a second director). These will include payments to consultants and contractors and routine payments such as insurance premiums and metering contracts. The Technical Director will be the appointed contact for a number of external contracts such as export Power Purchase Agreements and Feed-in Tariff contracts.

### **Terms and conditions**

Due to variable work hours the post is offered on self-employed basis with remuneration between £25- £35 per hour on receipt of monthly timesheet. The hourly rate is negotiable depending on experience, increasing in line with inflation on 1<sup>st</sup> April annually.

Estimated hours: 1-2 days per week

Start date 1<sup>st</sup> January 2025 (handover from existing post holder Geoff Joy to 31<sup>st</sup> January 2025, plus help as needed thereafter)

Self-employed under standard DCE contract with a notice period 1 month on either side.

The Technical Director need not initially be a registered director of Dorset Community Energy, but following a 6-month probation period would be expected to apply to become a director, as this is a core position in the organisation.

### **Person Specification**

Applicants for the Technical Director post should have a technical background and qualifications, ideally within the renewable energy sector. Applicants should also be able to demonstrate a commitment to the values and/or experience of co-operative, public sector or community-based organisations. Good interpersonal skills are required as the role includes liaison with the Dorset Community Energy directors, line management of consultants and communication with external organisations, including sites with Dorset Community Energy solar PV installations. Applicants should be able to work flexibly as work hours can be variable and also be comfortable with multi-tasking.

### **Application process**

Please forward a copy of your CV and a covering letter referencing how your skills, interests and experience fit the Technical Director post.

Applications can be emailed to the Dorset Community Energy secretary, Lucy Beasley, [lucy@dorsetcommunityenergy.org.uk](mailto:lucy@dorsetcommunityenergy.org.uk), who can also provide further information or clarification.

**The deadline for applications is Monday 2<sup>nd</sup> December, 2024**

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