



## **YEALM COMMUNITY ENERGY LIMITED: OPERATIONS MANAGER**

### **DRAFT TERMS OF REFERENCE/JOB DESCRIPTION**

**Can you help Yealm Community Energy realise its ambitious plans for solar power and community involvement?**

**We are looking for an Operations Manager to work with us for at least the next 18 months.**

The role would be on a **part-time self-employed basis (about 2 days per week)** and is crucial to the success of our proposed share issue in 2020.

#### **BACKGROUND TO YEALM COMMUNITY ENERGY**

Yealm Community Energy Limited ('YCE') is a community benefit society established by local residents in 2015 with the objectives of producing clean energy, decarbonising the community, and providing grants in support of good causes in the local communities. This is an exciting and demanding time for YCE. Over the next two years YCE will complete the purchase of two local solar farms (Newton Downs and Creacombe), raise shareholder funding, and settle the company into a steady-state operating profile for subsequent years.

YCE will be one of the UK's largest community-owned solar power companies. Newton Downs solar farm already produces about 5,400,000 kWh (units) of electricity each year, with Creacombe set to add another 8,000,000 kWh from 2020 onwards. Together this is enough electricity to power 4,112 average UK homes and save 2,700 tonnes of CO<sub>2</sub> from entering the atmosphere.

#### **JOB DESCRIPTION**

The two key elements of the role will be Project Management and Marketing. We are looking for one person to do both, but it is possible that depending on applicants, the roles could be split between two separate people:

##### *Project Management*

- To work with the board to ensure that the purchase of the solar farms is successfully completed, including the raising of share capital locally and nationally.
- To ensure that YCE meets all statutory reporting requirements.
- To work with the board to identify risks or constraints to successful completion of milestones or of performance of the solar farms.
- To prepare and maintain a priorities and workflow plan, to be available online to other board members with key events and milestones and reported against.

- To monitor the work of the Asset Manager, Bright Renewables, including their Operations and Management sub-contractors, to ensure they produce timely reports for the board and for statutory authorities
- To maintain a comprehensive online document/data library for the project.
- To proactively work with team members to resolve key challenges as they arise.

#### *Marketing and communication*

- Ahead of the anticipated share offer, assist with devising and executing a marketing and communication strategy designed to raise local, regional, and national awareness of YCE and its objectives.
- To create with the YCE board and others a compelling offer document and other marketing materials to attract investment from both existing members and new potential investors.
- To develop a campaign plan to deliver key messages via traditional and social media channels to attract new investors to YCE.
- To plan out, communicate, and implement with relevant stakeholder groups all marketing and communication activities (including bond roadshow in the locality).

Many of these tasks refer to activity over the next 18 months. But as YCE settles into a steady-state operational mode there will continue to be a range of recurring administrative and operational tasks that will need to be fulfilled, including: liaison with the asset manager; reviewing periodic asset manager and other service provider reports; preparing papers for regular board meetings; managing meeting agendas, meeting timetables, fulfilling statutory reporting requirements and so on.

#### **REMUNERATION AND TIME COMMITMENT**

Remuneration will depend on availability, skills, and experience, but is anticipated to be around £200 - £300 per day. The OM will be part time role requiring 8-10 days per month over the next 18 months. Much of this can be home-based, but the successful candidate would also need to attend management meetings, board meetings, certain external meetings, and also occasionally join conference calls. Some meetings will take place in the evening.

#### **THE PERSON WE SEEK**

We are seeking someone who would be enthused and excited to be part of the YCE story. You will be organised and like to create order and structure to a range of demanding organisational and operational matters.

#### **About you**

- Are you interested in combatting climate change and developing cooperative values? (Essential)
- Academic qualifications in a relevant area and/or work experience in administration and operations would be an advantage, as would relevant experience. Do you have appropriate marketing and project management skills and experience? (Essential)
- Do you have about 150 days of time over the next 18 months? (Essential)

- Are you an energetic self-starter, an influencer and a do-er? (Essential)
- Do you have an understanding of finance and investment, including an ability to work with spreadsheets and databases? (Desirable)
- Do you have strong design, writing, or other communication skills? (Desirable)
- Do you live within 10 miles of villages on the Yealm estuary? (Desirable)

Applications by email to [info@yealmenergy.co.uk](mailto:info@yealmenergy.co.uk) by 7 January 2020.