

## Power Up North London: Project Administrator

[Power Up North London \(PUNL\)](#) is an exciting community benefit organisation that delivers community energy projects in North London. Our work enables local people to tackle climate change by delivering renewable energy solutions for community buildings. Our projects reduce carbon emissions and running costs for site owners, while supporting the local economy and giving local people a stake in their environment. Our vision is to contribute to North London boroughs becoming net zero carbon by 2030, underpinned by a resilient, independent and collaborative community of residents harnessing clean energy.

To date, PUNL has installed 313 kWp of solar PV, avoiding 72 tonnes of carbon annually. We have raised £140,000 from community share offers and £132,500 of grants. We have achieved all this through the efforts of a small group of committed volunteers.

We are proud of our achievements, but there is a lot to be done to tackle the climate emergency and we are now seeking an exceptional new member of the team to help us scale up our work. **We are looking for a self-starter who can help us with day to day administration and support the development of the organisation.** This individual will work closely with our Directors who have many years of experience in community energy, business, charity and finance.

### The role

We are looking for a highly motivated and driven individual to join the team on a part-time basis (equivalent to 1 day a week). The hours are flexible, and so would suit someone who would like to work part-time, e.g. post-graduate student, someone who is semi-retired or is combining work and family responsibilities. The role would include the following responsibilities.

- Manage the organisation's email inbox, responding to queries as appropriate
- Organise monthly community meetings, ensuring agenda in place with relevant supporting papers, and minutes taken
- Organise and minute Board meetings
- Maintain database of supporters
- Support marketing of community share offers
- Maintain and develop the organisation's website and social media account, ensuring it is up to date with engaging and relevant content
- Support project delivery as needed, for example liaising with sites to arrange visits.

## **Person specification**

We are looking for someone who is a natural self-starter, is flexible and happy working as part of a team of volunteers and engaging with a range of stakeholders.

Experience (essential):

- Strong administrative and organizational skills;
- IT literate, including knowledge of managing databases and websites.

Experience (desirable)

- Understanding/interest in the climate emergency
- Partnership management and community building

## **Terms and conditions**

The successful candidate would work the equivalent of 1 days (8 hours) per week, with the potential to increase the number of hours subject to funding. It is initially for a fixed term of 4 months, with the potential to extend. The hours are flexible, with the exception of community and Board meetings which are at fixed times on evenings during the week. The role would be home based, and the successful candidate would be responsible for their home-office set up, including IT.

Pay: £15 per hour.

Reflecting the flexible and fixed term nature of this post, it would be on a self-employed basis, with the postholder being responsible for their own tax and national insurance.

*Other information about the role*

For further information about the role, please contact:

Joanna Macrae, Chair, Power Up North London, [joannamacrae@me.com](mailto:joannamacrae@me.com)

Application process:

Please submit a short CV summarising your experience and a short cover letter outlining your interest in the role to [info@powerupnorthlondon.org](mailto:info@powerupnorthlondon.org) by 27th August. We will prepare a shortlist of candidates, who we will invite to interview in early September.