

Isle of Muck Community Enterprise Ltd

Project Officer-Renewable Electricity Scheme

Part- Time, 22hrs per week, Salary £22,500pa

Isle of Muck Community Enterprise Ltd, who own and operate the island electrical grid, would like to recruit a part-time project officer on a self-employed basis for around 22 hours a week over a 12 month period, to help the delivery of a replacement renewable energy scheme for the island.

The IoMCE currently use two 20kW Vergnet turbines and a diesel backup generator, along with a battery bank, to provide electricity for the island. However several key components of the scheme are coming to the end of their useful life, and it is hoped to install a number of new wind turbines, along with a replacement generator, battery bank and potentially a solar PV panel, which would supply the grid on the island. This would be a large project and as such a project officer is required to deliver it in the quickest possible time and within the limited budget available.

Key roles for the project officer include;

- Sourcing and securing project funding (likely to be £400k or more)
- Coordinating the design brief for the scheme
- Managing the design and build tendering process
- Coordinating with consultants and installers during the design and build process
- Managing the delivery of the energy scheme
- Organising the training and appointment of the island maintenance team
- Securing access to Renewable Obligation Certificates/Feed in Tariffs for the system
- Liaising with funders, drawing down grant payments and providing project evaluation and feedback
- Liaising and communicating with the IoMCE committee and the wider community on Muck, as well as other stakeholders
- General unspecific but related project tasks, and project administration
- Developing a business plan for the project and long-term operation of the grid and electrical scheme, to include;
 - Setting a figure for a realistic and fair electricity tariff for customers
 - Forming a sinking fund to invest in over time towards the cost of future maintenance or replacement of equipment
 - Contacting the local authority to determine if council rates will be payable
 - Confirming eligibility for ROCs/FiTs and the effect this will have on the viability of the scheme
 - Determining the likely maintenance burden on the scheme, and employee commitment required

Work specification;

Key criteria	Essential	Desirable
Qualifications and Training	Degree or equivalent	Ideally in relevant subject Training in renewable energy systems Financial appraisal/development of business plans
Work Experience	Experience working with community groups and consultants/installers Experience with grant applications and claims Project management of similar schemes	Familiarity with the area or similar communities Practical experience of installation and management of renewable energy projects
Skills and Abilities	Effective communication, written and verbal Effective time management skills Strong financial management of significant but restricted budgets IT literacy of Word and Excel as minimum	
Technical Skills and Specialist Knowledge	Renewable energy; practical and policy context Appraisal of tenders and ability to critically assess responses	Knowledge of processes involved in building contracts Understanding of the technical aspects of off-grid electrical systems Knowledge of the relevant legislation involved in operating electrical grids and managing building projects
Job Circumstances	Ability to travel regularly to Muck and to locations on the mainland for meetings with stakeholders	Ability to be based on Muck for at least some periods of time during critical phases of project

You are requested to submit a CV highlighting relevant work experience to portmorhouse@muck.fslife.co.uk by Friday 25th June, 1700hrs. The IOMCE Ltd is willing to consider job share options.