



## **Community Energy Wales**

### **Membership and Communications Officer**

**Responsible to:- CEW Board**

**Manager:- Business Development Manager**

**Salary - £21,000 p.a. (Full Time- hours)**

Community Energy Wales (CEW) aims to put sustainable energy schemes at the heart of communities in Wales. Communities can become stronger, more resilient, and self-reliant by generating their own energy, using it efficiently, and directing the net income to regenerate their communities.

CEW, will help to bring about this change by inspiring, empowering, and influencing people, policies and practices across Wales. We bring together a network of practitioners who work with and within the communities of Wales to develop renewable energy generation and energy efficiency schemes. We are a voice for communities who want to act now, and we provide the necessary educational, practical and financial support for communities to own and/or operate renewable energy installations and energy efficiency schemes.

#### **Core Purpose of the post:**

Community Energy Wales is seeking a dynamic individual to play a crucial role in developing the external profile and reach of the organisation as well as providing an administrative service for our membership and delivering core membership services. The position requires well developed administrative expertise, communications and marketing skills, social media experience, initiative, excellent people skills and a genuine passion and commitment for Renewable Energy, sustainability and community development. The ability to communicate in Welsh is considered essential.

**The Membership and Communications Officer will work closely with members of the CEW Team, Partners, Members and other Stakeholders. The role will involve:**

- Work proactively with the Business Development Manager to achieve CEW aims on time, to budget and to quality standards

- Promoting the mission, aims and activity of Community Energy Wales, as required
- Promoting and building our membership base
- Administration of CEWs membership application process and maintenance of membership records, including annual membership fee payments. Dealing with membership and other enquiries as well as delivering the annual member survey
- Supporting all of Community Energy Wales communications and promotions output, including putting together a regular e-newsletter, social media channels, writing press releases, managing website content and dealing with media enquiries
- Day to Day book keeping- administration of accounts systems and records, processing invoices and data entry using SAGE Instant Accounts. Liaise with accounts consultant and external payroll company
- Organisation and administration of (and attendance at) CEW Board meetings and AGM and other meetings, as well as minute taking, as required. Liaison with Board Members, as required.
- Maintenance of Board Members' and Directors' Registers and Annual Return for Companies House
- To support the delivery and promotion of Community Energy Wales events
- IT systems and issues - liaison with IT Support Consultancy on maintenance and any issues arising. Operate and monitor daily back-up system, anti-virus and network
- Purchase of office supplies and management and maintenance of office equipment, photocopier, printers, etc.
- Support the principles and practice of equality and diversity as laid down in the CEW Equal Opportunity Policy
- Adhere to CEW Health & Safety policy & procedures and safe methods of working.

### **Qualifications**

Ideally qualified to NVQ Level 3/BTEC or equivalent in a relevant discipline or with equivalent experience. Marketing/PR and/or Accounting qualifications/training would be an advantage.

### **Essential Skills**

- At least three years' demonstrable experience in a similar administration and support role or capacity.
- Marketing or Public Relations experience
- Highly developed administrative skills and attention to detail
- High degree of organisational skills and ability to use initiative and adapt
- High level of experience in MS Office – including Word, Excel, Powerpoint, Outlook Email and Calendar and Internet Explorer
- Knowledge of accounts procedures (processing invoices and payments, recording income and expenditure)



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- Excellent verbal communication skills and a clear, helpful and polite telephone manner
- The ability to communicate in Welsh
- Excellent written skills and the ability to draft correspondence and reports, take accurate minutes of meetings and write articles etc.
- Ability to think creatively and be able to identify audience needs
- Sound knowledge of social media and communication strategies and using them
- Knowledge of website management and development, CMS such as Wordpress, social media tools, blogs and blogging platforms and how they work
- Experience of producing newsletters, blogs and press releases
- Ability to identify relevant stories and generate interest in them
- Open, positive and engaging team player with the drive to work independently
- Experience of delivering events, meetings or seminars/conferences and their organisation and management.
- Genuine interest and enthusiasm for working to support community energy and sustainability
- Willing to occasionally work evenings and weekends and stay away from home overnight with advanced notice.
- Full driving licence and ability to use own car for work purposes.

### **Desirable Skills**

- Experience of working in the Renewable Energy and in particular the Community Energy Sector
- Experience of working in the third sector
- Experience of providing membership services