

Let's create energy we can all feel good about
www.lowcarbonhub.org



Title of post:	Business Relationship Manager
FT or % P/T:	1.0 FTE (3 year fixed term)
Salary:	£35,000 plus 3% employer pension contributions
Holiday entitlement:	25 days per year plus bank holidays
Principal location of work:	9 Park End Street, Oxford OX1 1HH
Immediate line manager:	CEO
Staff managed:	None

Overall purpose of post:

The Low Carbon Hub is the lead partner in an ERDF project, OxFutures: Growing Oxfordshire's Low Carbon Economy. The Business Relationship Manager is responsible for ensuring that the project achieves its aims in supporting SMEs across the County to reduce their energy demand and develop new low carbon products and services.

Main duties:

- Working with the Delivery Partners to recruit over 150 SMEs to the OxFutures programme;
- Managing the overall relationship with each client SME;
- Supporting the monitoring and reporting of the ERDF project at quarterly Project Boards;
- Being responsible for ensuring that each SME receives 12 hours of low carbon business support;
- Working with the Business Support Manager to design and implement the ERDF Business Relationship Management module of Quickbase;
- Liaising with ERDF Delivery Partners to ensure that SME records on Quickbase are up-to-date and compliant;
- Liaising with the Oxfordshire Business Service to ensure that SMEs are sign-posted to appropriate services across the full range on offer in the County.

Experience and attributes

Candidates would be welcome from a broad range of backgrounds. In interview, we will be seeking evidence of the following desirable experience and attributes:

- Ideally experience both of working with businesses and implementing low carbon/energy efficiency projects
- Excellent communication and networking skills
- Attention to detail in both recording and following up on relationships
- Knowledge of, and enthusiasm for, online project management and customer relationship management systems particularly Quickbase

This post will be part funded through the OxFutures: Growing Oxfordshire's Low Carbon Economy ERDF project and the post holder is expected to spend 1.0FTE of their time working on the project.