



**CREATING ENERGY WE CAN ALL FEEL GOOD ABOUT**

lowcarbonhub.org

## **Business Development Director Job Description**

Title of post:	Business Development Director
FT or % P/T:	Full time (36 hours) permanent contract
Principle location of work:	Low Carbon Hub office, Oxford city centre
Salary:	Competitive; plus 3% employers pension contribution
Holiday entitlement:	25 days plus bank holidays
Immediate line manager:	CEO
Staff managed:	Development Manager, Project Manager
Closing date for applications:	Monday 18 February 2019
Interview date:	Wednesday 27 February 2019

### **About Low Carbon Hub**

The Low Carbon Hub is a social enterprise that's out to prove we can meet our energy needs in a way that's good for people and good for the planet. The days of fossil fuels are numbered, and the shift to renewable generation is gaining pace giving us the opportunity to reshape the way we manage our energy.

The Low Carbon Hub develops community-owned renewable energy in Oxfordshire and re-invests 100% of our own surplus in our mission to create a zero-carbon energy system we can all feel good about.

The Low Carbon Hub is now embarking upon a new phase of its journey, working with several partners, small and large, including academia, local authorities, central government and commercial businesses, to demonstrate in practice how to make that goal a reality.

We are a small team of committed individuals and are looking for individuals who want to use their skills to explore and develop new ways of doing things, who are proactive and driven to achieve change and whose motivation is the overall wellbeing of our communities and our planet.

You can read more about us on our website: [www.lowcarbonhub.org](http://www.lowcarbonhub.org)

### **Overall purpose of the job**

Reporting to CEO, the role encompasses the definition and implementation of the operational and commercial strategies to deliver on the aims of the Low Carbon Hub. It is



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a general management role with a strong focus on innovation and business development. The Low Carbon Hub seeks someone proficient in project finance, finance modelling, programme and project management and contract management. The challenge is to devise the business models to enable rapid transition to renewable energy, while meeting the goals of earning the trust of local communities as well as being financially viable and equitable to all stakeholders.

## **Key responsibilities**

### **1. Business Development**

The Low Carbon Hub is working with a range of partners to develop new business propositions in the following areas: smart renewable energy projects that can 'plug in' to a new local energy market; domestic retrofitting; and energy services supply. All of our business models and resulting projects are developed to be community-owned and to deliver benefit to the community of Oxfordshire.

This post will work with the Board, the CEO, the whole Hub team and a very wide range of external partners to develop new business models and new projects that can lead the way in the transition to a renewables-based, smart local energy system.

Our potential pipeline of new projects is worth more than £15m over 3 years and so needs a person of real focus and creativity to ensure it is delivered on time and to the maximum impact.

### **2. Business Models**

We have put much time and expertise into our current corporate structure and business models, using community benefit structures to the best advantage. We now need to build on this track record to explore new service bundles, technical solutions, value chains, risk assessment and business plans. This role will lead on this critical area of our business to keep the Low Carbon Hub at the forefront of the community energy sector in the UK.

### **3. Finance Models**

We have developed and refined the finance model that underpins our renewable energy business model over a number of years. We need to keep refining this but also developing new ones for new business models that give us a detailed view of potential investments in terms of: revenues, costs, long-term forecasts, debt service, equity service, financial Statements (P&L, Cash Flow, Balance Sheet) and sensitivity and risk analysis.

### **4. Project Finance**

The Hub has been successful in raising finance into projects since it launched its first share offer in 2013. Over £5m of share equity has been raised from the community, supplemented by £2m long term debt and £2.3m short-term revolving construction finance. Further equity will be raised from regular share offers into our Community Energy Fund, but this will need to be supplemented by further funding. This role will



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therefore work closely with the CEO, Board, COO and Finance Manager to negotiate term sheets and facility agreements for new finance and deliver the facility management and reporting required by lenders.

## 5. Procurement

The Procurement Strategy for the Hub will clearly be of major importance to deliver the required pipeline of projects. This post will line manage a Development Manager to develop and deliver on the strategy with associated tender specifications, evaluation processes, negotiating and supervising commercial contracts relating to construction, property and services, including defects and warranties.

## 6. Reporting to stakeholders

It is very important to our community benefit model that we report effectively on our social impact metrics of People, Planet, Prosperity and Perception. This post will work closely with our Social Impact Director to ensure that projects contribute to delivery of these metrics with our cloud-based systems interfacing effectively between O+M and Reporting apps to make this process as efficient as possible.

This post will also play a critical part in reporting to our Board and external stakeholders on operational and financial performance, capex forecasting and actuals, opex forecasting and actuals and team performance.

### The successful applicant

As well as a demonstrable track record in successful delivery of the key responsibilities of the post, the successful applicant will have:

- Relevant technical qualifications and industry experience
- An ability to work with the range of industry-norm IT plus cloud-based systems
- Experience of and ideally qualifications in industry-norm Project Management systems
- Understanding of, and ideally experience with, smart communications systems
- Experience of working directly with Boards and Board Members

### How to apply

If you are interested and would like to apply please send us a 300-word pitch on why you believe you are the right person for the job and for the organisation, your salary expectations, as well as an up-to-date CV and 3 references.

The email address to be used is [info@lowcarbonhub.org](mailto:info@lowcarbonhub.org) with subject “Business Development Director”.