



Operations Business Development Manager

Working hours:	36 hours Full time
Department:	Operations Ref; O-BDM
Principle location:	Low Carbon Hub office, Oxford city centre
Salary:	£45,000 plus 4% employers pension contribution
Staff managed:	None
Benefits:	Generous cycle to work scheme (Green Commute Initiative), buy-sell annual leave policy, and flexible hybrid working.
Holiday entitlement:	25 days plus bank holidays
Line manager:	Operations Renewables Portfolio Director
Closing date:	11:59pm, Wednesday 28 February 2024

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 is now a medium-sized energy business, owning a portfolio of renewable installations worth £25m. Our community benefit society structure means that all the profits generated by our portfolio must be used to meet our mission to create a zero-carbon energy system we can all feel good about. We work with communities, local institutions, and local businesses across Oxfordshire to demonstrate in practice how to make that goal a reality.

You can read more about us on our website: www.lowcarbonhub.org

Main duties:

To deliver its business plan, the Low Carbon Hub needs to develop and realise a pipeline of investable community energy projects. The post holder will take a central position in that workstream, ensuring this essential part of the Low Carbon Hub's core operations are maintained at a sustainable rate of growth.

You will play a key role, working closely with the Operations Director, our subcontractors and other technical experts and consultants. You will work to a fixed expectation of annual project delivery in terms of capex and projected IRR.

The role is a pro-active, technical and consultative sales position. The post holder will represent and grow Low Carbon Hub's reputation as a trusted local partner, making



contact with potential project partners and developing projects that embody the Low Carbon Hub's ethos.

Initially the role will cover the complete project cycle, from first contact, through development, construction to project completion and hand-over to the Operations Team.

The Low Carbon Hub needs to be exceptionally agile and entrepreneurial in sourcing and developing projects with a small team and constrained resources. You will bring a strong project management approach alongside a willingness to work flexibly and take on any task required to deliver the Low Carbon Hub's goals alongside the rest of the team.

The post holder will share our values and understand our mission; someone who thrives in a fast-paced environment of continuous change. The Low Carbon Hub is a small social enterprise that 'punches above its weight' and we need a Business Development Manager who can ensure we have a pipeline of projects that enables us to continue this work.

Detailed responsibilities:

Lead on delivering a marketing and lead management plan for community funded rooftop solar projects:

- Audience specific market materials
- Audience specific pitch presentations
- Audience specific proposal templates
- Identify potential partners, attending professional network meetings as required
- Deliver associated resourcing plans
- Work with existing partners to obtain recommendations
- Develop and maintain systems and processes for managing contacts and opportunities over time
- Capturing learning and evolving marketing methods
- Negotiate contracting arrangements on a project by project basis including lead negotiator for PPA's (Power Purchase Agreements)
- Keeping the wider Hub team aware of progress at team and project meetings
- Deliver a pipeline of community energy projects for review by the Investment Committee and manage approved projects through to completion
- Develop a pipeline to ensure the Hub delivers a minimum of £600,000 of projects per rolling calendar year (To be measured by the completion of roof lease agreements) figures subject to amendment from your line manager. Ensure projects have an average IRR of >7.5%
- Any additional duties as directed by senior management

With the support of the Investment Committee, manage the complete project cycle for installation projects, securing all required consents and tendering installation.



Assist with early contract management of subcontractors and management of relationships with project hosts, arranging handover to the Operations Project Manager at the appropriate stage.

Work as a member of the Low Carbon Hub team to deliver the Hub business plan to time, cost, and quality.

Essential Skills and Experience

- Strong interpersonal skills and an ability to network and identify opportunities through collaborative working.
- Proven negotiation skills in both business development and offtake agreements such as PPA's.
- A strong working knowledge of solar PV installation projects.
- Demonstrable project management experience including delivery of complex projects.
- A project management accreditation such as Agile, PRINCE2 or equivalent practitioner experience (Desirable).
- Demonstrable experience working with subcontractors and technical experts to deliver projects.
- Thrives in an SME or start-up environment and can work at speed in a constantly changing environment.
- An experienced people manager (Desirable) and a team player.
- Hands-on and self-sufficient.

Desirable

- A practical understanding of electrical PV systems, or similar related project workings
- HSE experience, qualifications, and training in previous roles
- Experience of working in a variety of site environments including working at height on roof spaces
- Understanding and on-site supervision of small building works and maintenance

How to apply:

- Please send your CV and covering letter to us by **11:59pm, Wednesday 28 February 2024**
- Applications should be sent to info@lowcarbonhub.org with 'Operations Business Development Manager' in the subject.