



Job Description – CONFIDENTIAL

Net Zero Programme Manager

Working hours:	1 FTE, 35 hours per week
Department:	Smart Energy Systems
Principle location:	Low Carbon Hub office, Oxford city centre
Salary:	£47k plus 4% employers pension contribution
Staff managed:	None.
Benefits:	Generous cycle to work scheme, buy-sell annual leave policy, and flexible hybrid working.
Holiday entitlement:	25 days plus bank holidays
Line manager:	Smart Energy Systems Director

About Low Carbon Hub:

Are you ready to be at the heart of a movement that's transforming how communities engage with energy?

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 - Driving Real Change in Community Energy:

At Low Carbon Hub, **we're not just talking about change—we're making it happen.** And we need you to help drive our ambitious Impact Programme forward!

This isn't just another programme management role—it's **an opportunity to shape the future of sustainable energy in Oxfordshire and beyond.**

You'll be working alongside **passionate project and project and engagement managers** who are delivering real impact on the ground, from community energy events to thermal imaging campaign training, from SME energy efficiency assessments and funding to coordinating innovative Community Action Plans for Net Zero Energy Systems.

You'll be the **strategic powerhouse** keeping us sharp, ensuring that **our programme is high-impact, well-designed, and aligned with our bold vision.** You'll **spot opportunities** others might miss, **connect the dots** across teams, and **drive collaboration** that takes our work to the next level.

But this isn't just about processes and documentation—it's **about making things happen.** We're looking for someone who can:

- ✓ **Energise and inspire teams**, fostering collaboration across different areas of our organisation.
- ✓ **Bridge the gap between strategy and action**, helping delivery teams step back and shape big-picture decisions.
- ✓ **Roll up their sleeves** and dive into the detail, stepping in to support delivery when needed.

At Low Carbon Hub, **we're a small but mighty social enterprise. We thrive on agility, adaptability, and impact.** If you share our passion for meaningful change, love working in a fast-paced, ever-evolving environment, and want to be part of a team that's making a tangible difference, we'd love to hear from you.

Ready to drive the future of community energy? **Join us.**

Detailed responsibilities:

1. Community Services and Innovation Programmes

In this part of your role, you will work closely with our Communities Engagement Manager who leads on support to our network of shareholder community groups. You will take on a key role in shaping and managing the development of services within our Impact Programme through our gateway process.

- **Build and refine** nimble programme management systems for our **Impact Programme** and **Innovation Gateway**, ensuring we're always ahead of the curve.
- **Lead engaging workshops and one-to-one sessions** to embed best-practice programme management—identifying new ideas, opportunities and risks, overcoming challenges, and driving continuous improvement.
- **Work closely with senior managers and Board** to align strategic objectives with our delivery insights, making sure our programmes have **maximum impact**.

2. Develop our Place-based Services: Community Action Plans for Net Zero Energy Systems (CAPZero)

In this part of your role, you will work closely with our Net Zero Communities Manager who leads CAPZero service delivery in West Oxfordshire. You will lead on the development of services strategically in order that our on-the-ground experience can be replicated and scaled. You may also need to be hand-on, jump in and help with direct service delivery.

- **Spearhead the development** of our groundbreaking CAPZero services, shaping them into high-value, practical solutions for communities.
- **Test and refine new ideas** to ensure our services meet real needs—whether through hands-on engagement or pilot evaluations.
- **Lead service development trials**, collaborating across teams to bring innovative solutions to life while ensuring senior management is engaged at every step.
- **Apply our ethical principles** to guide the evolution of CAPZero, ensuring our work is **sustainable, inclusive, and impactful**.
- If successful in our **Strategic Innovation Fund bid (2025)**, you'll take on a key leadership role in project management—working with funders and partners to make the vision a reality.

3. Driving Cross-Company Impact

- **Coordinate our social impact reporting**, working with Operations, Marketing, and Finance to showcase our achievements in the Annual Report.
- **Provide strategic insights**, researching new policy initiatives and energy sector trends to help shape the future direction of our work.
- **Be a flexible, high-energy problem solver**, ready to tackle whatever is needed to deliver our mission on time, on budget, and with game-changing results.

Essential Skills and Capabilities:

Demonstrable ability to deliver adaptable programme management for complex, multi-partner programmes

For example:

- **Apply structured yet flexible programme management**, creating clear, purpose-driven documents (e.g., business cases, benefits management, reports, risk plans, evaluations) that support engagement across the organisation.
- **Coordinate effectively** across technical, policy, and community-based workstreams, ensuring alignment and smooth collaboration.
- **Utilise project management tools** (Gantt charts, risk registers, project status reports, etc.) to manage projects or support others in delivering on time, within scope, and budget.
- **Maintain high standards** – detail-oriented and committed to accuracy, ensuring consistency, spotting errors, and delivering high-quality work.

Insightful and collaborative problem solving

For example, a demonstrable ability to:

- **Connect the dots** – Listen actively, understand colleagues' and partners' work, and identify opportunities that aligned to our goals without creating extra burdens.
- **Facilitate inclusive collaboration** – approach teamwork with curiosity and humility, valuing diverse perspectives to drive innovation and engagement.
- **See the big picture** – Recognize how elements of a project or organisation interconnect, anticipate challenges, find practical, system-wide solutions.

Excellent communications and engagement

For example, a demonstrable ability to:

- Effectively **gather and translate expert insights** for strategic decision-making.
- **Communicate clearly with diverse audiences**, from technical specialists to community groups.
- **Break down complex challenges** into clear, actionable options.
- Excellent written and verbal communication skills.
- Use Word and PowerPoint for professional, on-brand reports/presentations
- **Use active listening** to foster collaboration across different perspectives.

Knowledge of Sustainable Energy/Net Zero Technologies and Policy:

Familiarity with renewable energy systems, local energy solutions, and UK low-carbon policy to effectively collaborate with partners and experts.

We welcome diverse backgrounds—some may bring deep expertise, while others excel at quickly understanding and applying key concepts. What matters is a willingness to engage with evolving technologies, policies, and risks to support successful project delivery.

Desirable Skills and Capabilities:

Governance & Compliance – Understanding of governance processes within not-for-profit, social enterprise, or energy sectors, ensuring programme adherence to ethical, legal, and financial standards.

Objectives and Key Results - Familiarity with the OKRs system for setting and tracking strategic and change initiative objectives.

Grid & Energy Transition Knowledge – Familiarity with distribution networks, smart grid technologies, flexibility markets, and the evolving policy landscape driving the UK's transition to net zero.

People management - Demonstrable ability in line or matrix management