



# Job Description - Commercial Director

<b>Working hours:</b>	35 hours, full time (permanent contract)
<b>Department:</b>	Commercial Ref; CD
<b>Principle location:</b>	Low Carbon Hub offices, Oxford city centre
<b>Salary:</b>	<b>£75,000</b> plus 4% employers pension contribution and company vehicle or fully funded allowance
<b>Staff managed:</b>	Three: Business Development Manager, Head of Operations, and Operations Plant manager. Plus, numerous external consultants.
<b>Benefits:</b>	Generous cycle to work scheme, buy-sell annual leave policy, and flexible hybrid working.
<b>Holiday entitlement:</b>	25 days plus bank holidays
<b>Line manager:</b>	CEO
<b>Closing date:</b>	<b>Friday 30 January 2026</b>

## 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. We develop community-owned renewable energy in Oxfordshire and re-invest 100% of our surplus in our mission to create an energy system we can all feel good about.

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](http://www.lowcarbonhub.org)

## Main duties

In this role you will cultivate our portfolio optimisation, commercial services and advanced insights – ensuring our investment choices are thoughtful, inclusive and future-focused. You'll be a key player in our mission to power the transition to net zero, working closely with a diverse team and many local and national partners.

To deliver its growth 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 investments are maintained at a significant rate of growth.

As a main Board member, you will play a key role, working closely with the CEO, our external advisers, the Business Development Manager and necessary experts and consultants. You will work to a fixed expectation of annual project delivery in terms of invested capital and projected IRR.

## Essential Skills and Experience

- Project developer from inception to deal closure, with a strong working knowledge of solar PV value drivers.
- Proven commercial energy background, including pricing and forecasting within the UK wholesale markets utilising PPA's to secure revenue.
- Strong interpersonal skills and an ability to network and identify opportunities through collaborative working.
- Proven negotiation skills in both new project business development and structuring of project finance.
- A strong working knowledge of solar PV project value drivers.
- Demonstrable experience working with financial advisers 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 and a team player.
- Hands-on and self-sufficient, with a strong ability to communicate across all levels of financial and commercial detail.

## Desirable

- Demonstrable project management experience including delivery of complex projects.
- Transmission and Distribution grid regulation knowledge and understanding.
- 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.

The role is a pro-active, technical and consultative lead development negotiation 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 Low Carbon Hub's ethos. Typically, this will include large and small commercial scale solar PV farm developments, along with growing the portfolio of commercial rooftop installations.

The role will cover the complete investment cycle, from identification of first contact, through development, Investment Committee and Board support, towards construction for project completion and hand-over to the Operations Team.

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 investment management approach alongside a willingness to work flexibly and take on any task required to deliver the 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. Low Carbon Hub is a small social enterprise that 'punches above its weight' and we need a Commercial Director who can bring the leadership required to 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
- Identify potential partners, attending professional network meetings as required
- Deliver associated resourcing plans
- Work with existing partners to obtain recommendations
- Capturing learning and evolving marketing methods
- Preparing client presentations and materials
- Negotiating business terms with new and existing clients
- Setting sales goals and ensuring sales team meets them
- Working with senior team members to manage risks
- Training and mentoring all team members
- Preparing and delivering pitches to potential investors
- Deliver a pipeline of community energy projects for review by the Investment Committee and Board
- Any additional duties as directed by the Board or CEO

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 Head of Operations at the appropriate stage.

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

## How to apply:

Please send us your **CV and covering letter** to [info@lowcarbonhub.org](mailto:info@lowcarbonhub.org) with 'Commercial Director' in the subject line.

The deadline for completed applications is **11:59pm, Friday 30 January 2026**.