

JOB DESCRIPTION

Job title: Project Assistant – 2 years FTC

Reports to: Sustainability Manager (SM)

Line Management: Nil

Location: London (Hybrid) – Site visits

Job Summary

Assisting the Sustainability Manager with delivery of a multi-million-pound Social Housing Decarbonisation Fund (SHDF) home improvements project

Liaising with external stakeholders for monthly reporting requirements

Collating and controlling the information the project generates; inputting this into the asset management and compliance systems

Assisting the Sustainability Manager with internal information flows and liaison

Assisting the Sustainability Manager with bid writing for subsequent SHDF bids

Undertake any other reasonable duties within own skills and experience.

Person Specification

| | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| Qualifications, Knowledge, Skills & Experience | | |
| HND / Degree in related field or equivalent relevant experience | | X |
| PRINCE 2 or equivalent PM qualification | | X |
| Retrofit Level 3 / Energy Performance Assessor | | X |
| Previous experience in a project management team | X | |
| Up to date knowledge on energy performance standards / PAS2030/35 | | X |
| A housing background | | X |
| Project Delivery Experience working to tight timelines | X | |
| Ability to develop and maintain professional relationships at all levels. | X | |
| Ability to prioritise and balance conflicting demands. | X | |
| IT Skills (Word, Excel, data management and housing management systems) | X | |
| Strong communication skills, both written and verbal | X | |
| Financial awareness | X | |
| Full clean UK driving licence | X | |
| Personal Qualities | | |
| Sound judgment and problem-solving skills | X | |
| Excellent attention to detail / methodical | X | |
| Positive, proactive, and can-do approach | X | |
| Confident self-starter | X | |
| Driven and determined to deliver results to the highest standard | X | |
| Excellent organisational/timekeeping skills with a flexible approach | X | |