

Job Specification for Project Co-ordinator

Codema is excited to announce that we are recruiting for a dynamic, enthusiastic and proactive Project Co-ordinator who will primarily manage and drive the growth of the [Sustainable Energy Communities](#) (SEC) programme in the Dublin and Mid-East region. This role is a great opportunity to be at the heart of empowering energy communities across the region and enabling these communities to lead the energy transition from the bottom-up. While this role will focus largely on the Sustainable Energy Communities programme, you will also have the opportunity to contribute to and coordinate other exciting projects within Codema.

The SEC initiative is a funding and support programme, which helps communities to work together to become energy-smart and more sustainable. There are now over 500 SECs up and running in Ireland, with over a quarter of these based in the Dublin and Mid-East region. The programme is run nationally by the [Sustainable Energy Authority of Ireland \(SEAI\)](#) and Codema currently provides dedicated County mentor services to Dublin City, Dún Laoghaire-Rathdown, Fingal, South Dublin, Kildare, Meath and Wicklow.

Codema has been successfully flying the flag for sustainable, low-carbon energy and climate mitigation in Dublin for over 20 years, and we believe our success is attributed to the dedication of our team who are driven by knowing that what they do has a positive impact on our environment and our future. We are proud of what we have achieved in the past and even more excited about the future and the next chapter for Codema. We are looking for someone who shares our passion and values to expand our team and join us on our success story.



Is this you?

- You are enthusiastic and proactive, with the ability to multi-task and monitor many different aspects of the project at the same time

- You are extremely organised, with very strong attention to detail
- You are passionate about community energy and have a great interest in the energy sector in general in Ireland
- You are a great communicator and can disseminate relevant information in a clear and engaging way
- You are a real people person, good craic and you excel at stakeholder and relationship management
- You are very eager and willing to learn and you can hit the ground running

What you will do

You will be responsible for the delivery of the Sustainable Energy Communities programme in the Dublin and Mid-East Region (DMER), managing the various threads of the programme, including reporting, everyday management of mentors, monitoring of progress, improvement and development of resources, and facilitating communication of information between all stakeholders involved. Internally, you will work seamlessly with our project and communications teams within Codema and responsibilities include but are not limited to:

- Everyday coordination of the team of 11 mentors to deliver the SEC programme in the Dublin and Mid-East Region
- Disseminating and clearly communicating information between the various stakeholders (internal project team, Codema management team, SEAI, mentors & SECs) in a timely and proactive manner
- Joining Regional Coordinator meetings with SEAI, liaising with SEAI on reporting and general issues raised or regional matters, and on behalf of mentors, and vice versa
- Liaising with the Codema management team on any high-level matters regarding finances or any potential issues identified
- Conflict resolution, dealing with any potential issues as they arise
- Tracking all days claimed by mentors, by category and by SEC, and ensuring no allocations are exceeded
- Tracking yearly targets for the region and our progress on these
- Compiling and submitting the monthly reporting on behalf of mentors and Codema, which includes filling out both text and Excel report files
- Checking and tracking all monthly invoicing and payments relating to the SEC project
- Managing numerous databases (Resource Library of all relevant files for mentors, PM plan, database of contacts, detailed Google Sheet of each SEC and its exact status)
- Organising and leading meetings (mentor meetings, meetings for specific topics or specific training needs)
- Conducting bi-annual reviews with County mentors to ensure progress and tasks are carried out in line with all SEAI programme requirements
- Regular project planning meetings with internal project team
- Joint analysis and improvement of existing systems, documents and processes
- Coordinating and project managing the delivery or improvement of documents or deliverables as identified (development of documents or tools to assist mentors, coordinating development of the Energy Master Plan framework)
- Helping organise events (Energy Master Plan workshops, information sessions, recruitment events, training workshops) and regularly liaising with Codema's Communications Team to support and showcase the work of the SECs

- Connecting the SEC programme to other relevant Codema initiatives, such as the [Home Energy Saving Kit](#), Dublin Energy Transition Roadmap and the [Dublin Region Energy Master Plan](#)
- Providing project co-ordination support to other exciting projects and initiatives within Codema, as necessary
- Other ad-hoc duties, as required

Minimum Requirements

- Minimum 3 years in a project management / project coordination role
- 3rd level degree in relevant discipline
- Minimum QQI Level 5 Qualification in Project Management
- Experience in project tracking, reporting and financial management (e.g. invoicing, time and budget management)
- Experience in meeting and exceeding project targets and completing project tasks within deadlines
- Experience in coordinating and managing a project group and multiple stakeholders
- Knowledge of project management/co-ordination processes
- High level of proficiency with Excel and other MS programmes
- Experience coordinating a team of people
- Ability to multitask across many different strands of the project's delivery
- Ability to regularly identify opportunities to expand and improve the SEC programme
- Good report writing skills
- Good analytical skills
- Good planning skills
- Excellent at managing group file-share systems (e.g. Google Drive)

Additional skills that would be a distinct advantage

- Previous experience in working on local, national and/or EU funded projects
- Previous experience working on community-based projects
- Knowledge of the Irish energy sector in general and awareness of energy grants available
- Experience in co-ordinating and organising local and regional events, and proficient in the use of online platforms such as Zoom for virtual events and workshops
- Knowledge of the Sustainable Energy Communities programme advantageous
- Qualification in energy sector and/or external and internal communications advantageous but not essential

Why join Codema?

- Use your skills to make a difference by working in a public good company where everything you do will contribute to reducing emissions to protect our future and our environment, and enhance the everyday lives of Dublin's citizens
- Be part of an award winning and innovative company with a highly-skilled, dedicated and passionate team
- An all-inclusive employer that recognises the benefits of diversity in the workplace
- A learning organisation with a growth mindset that encourages career and personal development

- An indicative salary range of €35,000 to €45,000 depending on level of relevant experience
- 20 days' annual leave plus additional designated Christmas leave
- Excellent personal development and training opportunities
- Flexible working hours to facilitate work-life balance
- Defined benefit pension scheme (after 6 months probationary period)
- One paid professional subscription per annum
- Employee wellness programme
- Taxsaver commuter ticket scheme
- Cycle-to-Work scheme

Location

The Codema office is located at The Loft, 2 - 4 Crown Alley, Temple Bar, Dublin 2 and is only accessible via a staircase. The office is centrally located and accessible by a range of sustainable transport modes. Secure bicycle parking is available on-site and off-site in nearby public parking facility.

Codema is following all public health guidelines in relation to Covid-19 pandemic and staff are temporarily working remotely at present. The position may initially be full-time remote working, with the option of a mixture of remote working and in-office work when restrictions start to ease.

Duration 1-year Fixed Term Contract (Full-time)

Next Steps

Please e-mail Claire your CV and a cover letter at claire.donoghue@codema.ie by 5pm (Irish time), Friday 14th May 2021. We intend to hold on-line interviews for short-listed candidates during the week of 31st May 2021.

About Codema

Our mission is to accelerate Dublin's low-carbon transition through innovative, local-level energy and climate change research, planning, engagement and project delivery, in order to mitigate the effects of climate change and improve the lives of citizens.

We aim to achieve this by:

- Working with the four Dublin Local Authorities in leading and influencing the low-carbon transition
- Making innovative energy projects mainstream with wide-scale impact
- Influencing national and European policy through our on-the-ground knowledge of best practice models in Europe
- Supporting networks of communities in developing a low-carbon energy model
- Identifying and championing best-practice, low-carbon transport and building solutions

Codema actively encourages good job satisfaction and personal professional development amongst staff and facilitates a healthy work-life balance.

For more information, please visit our website at: www.codema.ie.

Codema is an Equal Opportunities Employer