



Energy Local

Operations and Business Development Manager Vacancy

3-4 days per week, working from home

£40,000 - £46,000 full time equivalent

Introduction

“Energy Local is a social enterprise that is transforming the electricity market for local communities and small-scale renewable generation. Our mission is to support the establishment of thousands of local, not-for-profit, Energy Local Clubs (ELCs). The Clubs enable local renewable generation to be used locally, benefitting consumers, communities, and local renewable generators; building a better, local electricity system.”

We are a small team developing the Energy Local business model alongside community energy organisations. We are now at the stage where we need to scale the business model to develop clusters of Energy Local Clubs and the corresponding network of support.

Energy Local is developing in an environment where the energy market is changing and community owned low carbon systems need regulatory protection

Overview of Tasks

Operations

You will work with the Operations Director and other team members in business operations and strategy. You will support with improvements in efficiency and developing systems to enable Energy Local to scale. You will

support team members, including with managing club development and communications.

You will line manage staff, providing objectives and monitoring staff development.

You will learn all aspects of the business and deliver training to developing Energy Local Clubs.

Business development

You will support new innovation projects, and identify and progress new business opportunities.

You will oversee communications including marketing, PR and lobbying campaigns.

You will oversee website updates and identify where changes are needed, managing team members to improve and update the website and Energy Local portal where needed.

Other requirements

You will be required to support the Technical Director as required including support with bid writing, understanding regulatory frameworks, developing relationships with licensed suppliers, working on innovation projects and support with administrative duties when necessary.

You must be proficient in using Microsoft Office and Google software for record keeping, and creating and updating documents

You will be competent in working within a project management framework, providing regular updates and contributing to discussions in management meetings.

You will need to maintain accurate and up-to-date records.

You will be required to travel to in-person team meet ups once every 3 months and occasionally on other occasions. You will also be required to travel to provide training sessions up to once per month. These run over two days so you will need to be able to stay overnight if travelling a distance. We require staff to travel to work events by public transport wherever possible. All travel and accommodation costs will be reimbursed.

Skills and expertise

Required

- Analytical and strategic skills
- Ability to see the wider picture and understand how to reach business goals
- Very strong initiative
- Experience of managing people
- Fast learner; you will need to understand the basics of every area of the business
- Good IT skills and able to get up to speed on different software quickly
- Good organisational skills
- Experience in customer facing roles
- Confidence to deliver training sessions, including technical aspects, with up to 12 participants
- Excellent communication skills with community members and professionals
- Interest in community energy and/or working with communities.
- Excellent organisational and prioritisation skills
- Self-motivation
- Team working

Desirable

- Educated to degree level or above
- Knowledge and/or experience of working in the energy sector or a regulated industry
- Experience of business development
- Experience of working in operations and/or strategy
- Experience of working in a technical/analytical role
- Experience of working with communities
- Able to speak and write Welsh.

Other requirements

You must be prepared to:

- Be confident in working remotely and alone
- Travel when required
- Work within a project management framework, provide regular updates and contribute to discussions in management meetings.

- Report progress to Technical and Operations directors on a weekly basis and participate in management calls
- Support colleagues on other projects and business tasks as required
- Provide own laptop and mobile phone

Salary Range

£40,000 - £46,000 FTE pro-rata depending on experience plus benefits. We expect this role to be 3-4 days per week.

Flexible working encouraged

Application Deadline

31/10/2026

Contact

Those interested please contact one the emails below with a CV and relevant experience. Please emphasise your appropriate skills and experience.

Mary Gillie mary@energylocal.org.uk

Amy Charnley-Parry amy@energylocal.org.uk

For an informal discussion or with any questions please ring Mary Gillie on 07757 900408.