

Tamar Energy Community seeks Administrator for 4 to 6 hours per week



Tamar Energy Community (TEC) is a community owned energy enterprise supporting energy reduction and local energy generation across Tavistock, Callington and their parishes. Community energy is growing strongly across the UK as communities seek to bring 'local' back into energy. Much of what we all spend today on energy brings little or no benefit to our local economies. There are alternative ways which will provide us with greater control and resilience locally, and enable us to build community funds, for example to tackle fuel poverty and/or improve community buildings.

Our three main activities are:

- management of our small portfolio of six community owned solar PV installations at schools and other businesses
- running a ground breaking innovation project in the Greenlands area of Tavistock, called The Power in Your Hands, looking at new ways of understanding local energy usage
- running an Energy Advice Service for residents across West Devon and S. E Cornwall which includes Home visits and support for people in fuel poverty, vulnerable or just need some independent advice and support.

We need an enthusiastic administrator to help us manage and administer this community enterprise. This is a great opportunity for someone interested in joining an organisation making a difference in their community. The administrator will be a key and valued member of the team.

Time: We anticipate this role will require four to six hours per week, on a voluntary or self-employed basis.

The role will include:

- Administering systems for managing volunteers, time sheets, receipts and payments, correspondence etc.
- Promoting the TEC membership scheme and managing membership records
- Coordinating volunteers and, where applicable, rotas.
- Keeping track of income and expenditure with the support of our accounting system XERO

For anyone interested there may also be scope for supporting our monthly e-newsletter, social media and website.

Location:

This can either be home-based or at our premises.

Previous experience and skills required:

- Personable and outgoing team worker. A self-starter able to work on their own feet with limited supervision.
- Comfortable with IT and standard Microsoft Office applications including Outlook, Excel and Word; and administration
- Experience of social media would be desirable.

Applying:

If you are interested in applying please email hello@tamarenergycommunity.com with your personal details, your reason for applying and a CV. **Please reply by 17:00 on Thursday 30th August 2018.**

If you have any questions please call Kate Royston on 07969-569-444.

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