



The Ouse Valley Energy Services Company or OVESCO is a community owned not for profit company, set up in 2007 to invest in and manage locally owned renewable energy sites for the Lewes District and Sussex. OVESCO is already managing seven roof top solar PV sites and provides services to a 5MW solar farm near Chichester on behalf of Meadow Blue Community Energy. As part of OVESCO's plans to expand its portfolio of locally owned renewable energy, the OVESCO team is seeking a part time office manager based in Lewes.

### OVESCO CIC – Job Description

JOB TITLE: Office Coordinator

BASE: Lewes, East Sussex

SALARY: £20,000 pro rata

HOURS: 3 sessions totalling 15 hours per week, to be worked regularly across the week as agreed to suit both parties (for example, 9.30am-2.30 pm on Mondays, Wednesdays and Fridays i.e. 5 hours/day)

Total hours: 15 per week (0.40 FTE)

CONTRACT: six months initially – may well be extended dependent on funding.

PROBATION PERIOD: 1 month. Notice period: 2 weeks.

HOLIDAY: A pro rata allowance of 25 days per year as well as public and bank holidays

Purpose of the job:

- To ensure the smooth running of the Lewes office (3 x half-days per week)
- To support the individual OVESCO programmes, operations and communications
- May be required to attend quarterly board meetings

Main Duties:

- Office management, including dealing with enquiries via email and phone; ordering stationery and supplies; ensuring compliance with health and safety requirements; ensure efficient running of the office including timely submissions to accountants, Companies House and the FCA
- Support for projects and events: including providing a contact point to current and potential OVESCO Limited members; supporting any OVESCO community share offers; making interest payments to OVESCO Limited members including a statement of interest received
- Support for meetings: including organising and taking minutes of board meetings and other meetings where necessary

- Finance support: including filing and helping with the management of banking, raising invoices and paying suppliers; helping the preparation of quarterly management reports for performance against budget; and liaising with Ofgem
- Communications support: including preparing and circulating 2 newsletters per year; organising the AGMs of OVESCO's Community Benefit Societies; managing the OVESCO web site and submit updates as requested; manage OVESCO's social media presence including Twitter and Facebook accounts, promoting events and maintaining website listings
- Other duties to support the work of OVESCO where appropriate and as time allows.

### Person Specification

#### Essential:

- Excellent administrative and organisational skills
- Willing and able to work three half-days per week from the Lewes office
- Good IT skills, familiarity with MS office, Gmail, Facebook, Excel
- Self-motivated, enjoys working independently
- A positive team player
- Excellent communication skills
- Flexible, helpful and realistic in their approach to work
- An interest in our mission to increase the take up community energy and the prevention dangerous climate change:

#### Desirable:

- Experience working within a charity or community environment
- Excellent digital skills, eg familiarity with WordPress, Twitter, Eventbrite, MailChimp, Photoshop

Please send cover letter and CV to OVESCO either in the post or by e-mail to [hello@ovesco.co.uk](mailto:hello@ovesco.co.uk) deadline for application is Friday 11<sup>th</sup> August 2017. Interviews will take place W/C21st August at the OVESCO office in Lewes. Please provide two references with your application.



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