



## Delivery Coordinator

**Contract:** Part time, 16h per week

\*Please note the post requires occasional working on evenings or part of weekends.

**Salary:** £24K Pro rata

**Reporting to:** Business Manager CHEESE

**Based:** Bristol

### Your Role – Delivery Coordinator

The Delivery Coordinator role is pivotal in the success of CHEESE CIC (which is a franchise of First Thermal Ltd) tackling the climate emergency as well as assisting those in fuel poverty. The post involves a degree of independent working and requires the postholder to administer a number of systems and IT based applications, as well as appropriately deal with client queries, and surveyors and their schedules and equipment needs. Experience/expertise in business administration and client management would be advantageous. Prospective candidates will need to have experience in prioritising and managing their own workload.

## Job Description

### Main Responsibilities:

#### Office

- Work closely with the CHEESE Business Manager
- Assist with publicity, marketing, and events to obtain customers.
- Assist with administering bids for grants and reports to other funders.
- Assist with adherence to GDPR and other legal requirements.
- Attend and minute meetings.
- Act as a contact point for/seek out NGOs, Housing Associations, climate action groups, etc. interested in joining First Thermal Ltd delivered by CHEESE
- Liaise with the CHEESE Business Manager in reaching new clients to conduct Heatview surveys.
- Assist in the recruitment of Heatview Surveyors, liaising with FTL to book them onto training.
- Help to develop and maintain relationships with other energy and housing-related NGOs

#### Other

- Covering main office functions as agreed with the CHEESE Business Manager

- Organise and set up events, e.g. training, social, surveyor recruitment
- Assisting with organising and attending big events
- Additional responsibilities, added/changed in line with the needs of the organisation

## Person Specification

Requirements	Essential	Desirable
<b>Educational and professional qualifications</b>	Education to degree level or equivalent, or equivalent experience in relevant subjects or sectors	Bachelor's degree in Business Administration or related field
<b>Experience and Skills Other</b>	<p>Managing a complex and demanding workload</p> <p>Excellent written and verbal communication skills</p> <p>Excellent attention to detail and a commitment to accuracy</p> <p>Self-motivation and initiative, ability to work with limited supervision</p> <p>Ability to work effectively both individually and as part of a team</p> <p>Ability to maintain and organize effective electronic and manual filing systems</p> <p>Skilled in the use of MS Office applications including Word, and Excel; as well as use of TEAMS/Zoom, email, and social media platforms</p> <p>Ability to work independently, organising your time so as to meet external and internal deadlines</p> <p>Experience in managing information and report writing</p>	<p>Proven interest in sustainability and energy use</p> <p>Experience of not-for-profit third sector</p>
<b>Other</b>	<p>An ability to work both in a team and on own initiative, as appropriate</p> <p>Ability to work part of the time remotely from home with workspace, and high speed WiFi connection available</p> <p>Commitment to CHEESE CIC's social and environmental aims</p> <p>High-speed WiFi connection from home</p>	H&S IOSH Managing safely knowledge

	Ability to occasionally travel across Bristol and surrounding areas	
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## Legal right to work

Before applying for this post, you must have a legal right to work in the UK.

CHEESE CIC is proud to be an inclusive and values driven organisation that celebrates the diversity of our colleagues. We recognise the importance of establishing an inclusive workforce that reflects our diverse customer base and so welcome applications from underrepresented groups.