Job Pack – Manager Net Zero Services

# About DTA Wales

The Development Trusts Association Wales ([DTA Wales](https://dtawales.org.uk)) is an independent practitioner-based membership organisation promoting the work of, and supporting the growing network of, community enterprises in Wales.

We are a small core team but with an increasingly big reach and growing impact as we work alongside and through our members, a large and growing pool of peer mentors and a range of experienced associates across Wales. Each programme of work we undertake we do through an expanding series of relationships both within Wales and as a Welsh partner across the UK.

With this small core size comes flexibility and an agility to make a real difference here in Wales within this decade, where communities are being challenged through a combination of reduced public investment, increased demand for services, rising costs of living and the challenges arising from the climate and nature emergencies arriving on their doorsteps.

Development trusts are a wide spectrum of organisations – most being geographically located but thematic development trusts are emerging - that are:

* community based, owned and led;
* engaged in the economic, environmental and social regeneration of a defined area or community of place or interest;
* independent but seek to work in partnership with other private, voluntary, and public sector organisations;
* self-sufficient or aiming for self-sufficiency, and not for private profit.

DTA Wales supports their emergence, development and growth through a series of programmes including:

***Outreach and engagement*** amongst communities across Wales, using peer mentoring as the key to encouraging and enabling communities to take the first steps as a development trust. We run the [Egin programme](https://dtawales.org.uk/egin/) on behalf of The National Lottery Community Fund as one example of this.

***Enterprise support and development*** is crucial as communities develop self-sufficient trading models that give them financial independence and long-term viability. We run the peer mentoring and net zero elements of [Social Business Wales](https://dtawales.org.uk/social-business-wales/) service on behalf of the Welsh Government.

***Community asset ownership support*** is often if not always key. Communities taking on properties – from shops to village halls, energy generation sites to public green spaces – provides an underlying asset upon which self-sufficient trading can take place. We are the Wales coordinator for the [Community Ownership Fund](https://dtawales.org.uk/community-ownership/) on behalf of the UK Government.

# Why work for us?

DTA Wales might be a small team – eight of us in the core with nine facilitators across Wales and adding six new roles this summer - but we hold a series of ‘assets’ of our own that make us a significant force for delivering sustainable and resilient communities across Wales in the coming decade.

* We are ***independent***, answerable to our members who are all themselves community owned enterprises up and down Wales.
* Our members give us our ***collective intelligence*** i.e. we draw on their immense skills and experiences in designing and delivering solutions.
* Our members provide us with our ***front-line workforce*** i.e. we work wherever possible through a peer mentoring approach where our members are paid to support each other and emergent community enterprises.
* Independence, collective intelligence and access to increasingly professional peer mentors give DTA Wales immense ***flexibility and an ability to move at the pace and scale*** required to meet the challenges our communities face.
* We are a ***hands-on practical solution focused*** organisation. Occasional forays into policy development don’t get in the way of building a groundswell of community enterprises helping communities become sustainable and resilient across Wales through practical action whether that be in the social services, the arts, sports, local food and transport or the environment.

DTA Wales has the potential to be a small team with a big reach into communities across Wales. Through the power of community action DTA Wales plans to play a transformative role in how Wales achieves a more sustainable economy, society and environment. By consistently cooperating with others DTA Wales’s member’s influence and *impact* is amplified.

By joining DTA Wales you will become part of that small core team but will have the chance to affect big change. People work for us if they understand the big strategic needs for achieving a sustainable economy but believe in the power of enabling community. An interest in policy is welcome, but a passion for practical action is paramount.

If you fancy the challenge and the opportunity, apply to work with us.

# About this position and the programme you will support.

DTA Wales has provided social enterprise development support throughout its twenty-year existence. For ten years now we have been at the forefront of supporting communities to take action on tackling climate and nature emergencies.

For the first time we have secured the resources to properly integrate these two services, to lead on how the Social Business Wales service for all new and growth social enterprises in Wales can fully integrate Net Zero ambitions into the heart of their plans.

The new post at DTA Wales as Manager of Net Zero Services steps into the central role of this work, picking up from the current CEO and acquiring the opportunity to help make the social enterprise sector in Wales one of the most sustainable.

Incorporated into this role are a series of exciting opportunities to see substantial impact and around which to build a growing Net Zero Services.

DTA Wales holds the responsibility for coordinating Net Zero work not only within the Social Business Wales service but also between SBW and the mainstream Business Wales programme. Sitting below the corporate work of organisations such as the Carbon Trust there is a plethora of tools but a void of actual support for SME’s when it comes to tackling higher carbon emissions. This role begins to fill that gap and brings with it the opportunity to do more for local firms across Wales.

With access to the pioneering climate conscious social enterprises in Wales this new role has the opportunity to identify and work with those enterprising enterprises offering the potential to expand at pace and scale.

Across all the work in the programme there will be an emphasis on creating a community of practice as a means of knowledge sharing and harnessing the collective intelligence of the community.

#  Job Description

|  |  |
| --- | --- |
| **Job title** | **Manager Net Zero Services** |
| **Managed by:** | Head of Enterprise Development |
| **Managing:** | No direct staff responsibilities. |
| **Key relationships:** | With the Social Business Wales consortium members (especially Cwmpas) and the new Business Wales consortium partners and the newly reappointed team in the Welsh Governments Energy Service (carbon trust and Energy Savings Trust).  |
| **Pay rate** | £32-38,000 (FTE) depending on experience.  |
| **Days per week** | Full-time - 5 days per week / 35 hours per week - we are very happy to discuss job share proposals or reduced working hours to suit individual circumstances.  |
| **Term of employment** | Permanent (we are funded under a fixed term with further work planned to continue this role). |
| **Hours of work** | 7 hours per day. DTA Wales sets core office hours as between 10am and 4pm but offers flexibility by negotiation with line managers. Occasional working at evenings and over weekends may be required to meet the needs of the role.  |
| **Job location**  | DTA Wales retains a Cardiff office. Home working - or supported to work from 'local to you office hub' - anywhere within Wales or within easy reach of Wales is supported. |
| **Travel expectations (work base)** | You may be asked on an occasional and reasonable basis to attend a DTA office / hub location. |
| **Travel expectations (role delivery)** | Travel around Wales (and potentially elsewhere in the UK) is expected as part of this role on an occasional basis. |
| **Summary of role** | DTA Wales has a long pedigree in supporting community action on climate change and in delivering aspects of the Social Business Wales (SBW) programme for the Welsh Government. We have the opportunity to establish a more permanent link between the two with a new role dedicated to ensuring Net Zero advice and support is integrated in to the current SBW service and fully connected to the larger Business Wales service.  |
|  | In addition to the establishment of a Net Zero service for the social enterprise sector in Wales the role takes on the additional function of identifying leading environmental social enterprises and working with them on means of scaling or replicating their environmental impact and in developing learning networks and information exchange opportunities.  |
| **Roles / responsibilities** | To update and adapt for integration into the Social Business Wales (SBW) service - and shared amongst consortium members (UnLtd, Social Firms Wales, Cwmpas and Social Investment at WCVA) - a Net Zero support service. |
|  | * Update and adapt the 'toolbox' of net zero tools and processes currently used.
 |
|  | * Integrate the tools as a DIY element of the Social Business Wales process, training and supporting the SBW business advisors (employed by Cwmpas) peer mentors (contracted to DTA Wales) in their use.
 |
|  | * Liaise directly with Business Wales on the integration and adaptation of the tools for use in Business Wales and / or the process by which SME's are supported to enter and progress along their net zero journey.
 |
|  | * Provide frequent analysis and reporting (based on the data provided by Cwmpas) on the net zero pathway progress of SBW clients.
 |
|  | * Bring together (support by Head of Comms @ DTA Wales) a series of monthly webinars and seasonal site visits to support the sharing of best practice and the development of a community of practice.
 |
|  | * Establish (with the supported by the Head of Comms @ DTA Wales and utilising the existing Egin Community platform) and new zero knowledge exchange platform in support of the community of practice.
 |
|  | In conjunction with the CEO to identify and support half a dozen pioneering social enterprises and support their amplification of acceleration in Wales.  |
|  | In conjunction with the CEO and working alongside the Procurement into Practice officer (tba) to draw together one or two significant social enterprise partnerships / consortia with the ambition to take on larger programmes of work that drive net zero in Wales.  |
|  | In conjunction with the CEO and partners in the UK to identify opportunities for the establishment of a social enterprise orientated Energy Services Company. |
|  | Working with the CEO and Head of Enterprise on further building your net zero team within DTA Wales in response to the ambitions of members and the needs and opportunities of society in Wales.  |
| **Person specification** |  |
| **Essential** |  |
|  | Welsh speaking or a confirmed willingness to undertake learning. |
|  | Direct and meaningful experience of net zero tools and pathways in business. |
|  | Experience of working with social enterprises and / or SME's and responding to their business needs.  |
|  | Some experience in *at least one* of the following areas: energy management, renewable energy generation, property retrofit, material management (and the circular economy), sustainable food and farming, sustainable transport systems. *Note - we can access technical specialists across all these fields so deep knowledge is not required.* |
|  | A proven understanding and affinity for the social enterprise sector.  |
|  | Well organised and a self-starter.  |
|  | Experience of developing and building teams and partnerships.  |
|  | A strong capability across a range of software platforms. |
|  | Strong attention to detail and proven adherence to deadlines. |
|  | Excellent written and numeric reporting skills.  |
| **Desirable** | Understanding and experience of innovation lab techniques.  |
|  | Track record of project and partnership development and associated bid writing or fund raising.  |
| **KEY DATES** |   |
| **Closing date for applications** | Friday 7th July - **5pm** |
| **Shortlisting** | Weekend 8th / 9th July |
| **Interview / selection day** | Wednesday 12th July - *please place this as a marker in your diary.* |
| **Anticipated start date** | As soon as possible. |

# Where you will sit within DTA Wales.



# How to apply.

Please complete the application form and return it to info@dtawales.org.uk, with the job title in the subject line.

Please also complete an Equal Opportunities Monitoring Form: <https://forms.gle/E1WUWEsjNNSaYDQV9>

The Equal Opportunities Monitoring form is anonymous and will not be included as part of the shortlisting process. All provided information will be used for recruitment monitoring and provision of statistical data purposes only.

**Development Trusts Association Wales**, 17 West Bute Street, Cardiff CF10 5EP

**Cymdeithas Ymddiriedolaethau Datblygu Cymru**, 17 Stryd Gorllewin Bute, Caerdydd CF10 5EP Tel/Ffôn **029 2019 0260** Email/E-bost **info@dtawales.org.uk**Website/Gwefan [**www.dtawales.org.uk**](http://www.dtawales.org.uk/)

Company registration no./Rhif cofrestru’r cwmni **04966246**