

## Grants Administrator

### Open position

Continually focused on sustainability the South East Energy Agency based in Kilkenny City is offering an exciting opportunity for the right candidate who can bring their own unique energy to this role! We are seeking a highly motivated individual who is passionate about climate action and wanting to join a multi-disciplinary team driven to help achieve the Climate Action Plan 2030 across homes and communities in the South East Region. Experience and passion for grant administration and willing to bring their own unique energy to the team at the Agency in South East Ireland and beyond. The successful candidate is expected to be responsible for management of the grants on several projects such as SEAI's National Housing Retrofit and Communities Energy Grants programmes. The grant administrator will ensure the effective flow of information between Head Office, beneficiaries and SEAI, providing overall programme support including administrative plus grant and contract management.

### Role Overview

<b>JOB TITLE:</b>	Grant Administrator
<b>APPLICATION DEADLINE:</b>	10 <sup>th</sup> March 2023
<b>START DATE:</b>	Immediate start, a panel will be created for all successful candidates for future positions
<b>SALARY:</b>	€30-42,000.00   Plus Work Phone and Laptop   Business Expenses   Company pension with employer contribution   Sick Pay scheme and Engineers Ireland CPD certification in place
<b>LOCATION:</b>	Kilkenny Office and hybrid working model in place
<b>CONTRACT TYPE:</b>	2-year Fixed contract with potential to extend
<b>WORKING HOURS:</b>	Full-time – Monday to Friday 37.5hours per week   Sick Pay and Pension scheme in place

## About South East Energy Agency

South East Energy Agency is a non-profit, independent energy agency working primarily with clients across the Carlow, Kilkenny, Wexford and Waterford regions and beyond. Our key focus is to increase energy awareness and promote behavioral change to accelerate 'energy transition' for the Southeast Region of Leinster. We have a broad remit across the energy sector and work on a wide range of local, national and EU projects which require multi-disciplinary teams and skill set.

## We offer

- A blended work model which includes remote working arrangements at agreed times
- Dynamic working environment that offers great experience to further your career
- Support for you to achieve your career goals and personal development / CPD
- Working with our highly skilled multi-disciplined dedicated team
- Laptop, ongoing training and development for staff
- Pension Scheme Employer Contribution. Subject to T&C's

## Qualifications and Experience

- 2+ -years' experience in a similar role (Administration, Communications, Business, Project Management)
- Bachelor's degree (or equivalent) or relevant experience in Grant Management or Business
- Previous grant management experience, especially in relation to energy, data, building industry, construction etc.
- Excellent communication, customer service, writing and networking skills
- Proven experience working on multi-stakeholder projects

## What you will be doing

- Supporting the uptake of grants through digital communications channels and by developing relevant and interesting content
- Day-to-day administration and co-ordination of grants, communication management and successful delivery of such programs
- Oversee Grants Administration process for One Stop Shop, Climate Action Fund and SEAI Better Energy Communities
- Acting as the grant focal point for all stakeholders
- Support Business Development by contributing to the development and roll out of funding strategies, highlighting new opportunities, and supporting proposal development and reviewing and submitting proposals
- Produce fortnightly activity summaries and disseminate to key stakeholders, providing feedback to the field on issues for follow up
- Producing blog posts and articles on grant projects
- Stay up to date with ongoing energy efficiency and renewable energy technology grant programs in Ireland

## General Tasks

- Undertaking other duties to meet the needs of the department and the organisation such as administrative tasks
- Participating and presenting in project partner webinars, events, tele-conference calls, Steering Group Meetings etc

## The Ideal Candidate would have

- Experience in administration with demonstrable capacity for delivering accurate work on time in a dynamic working environment
- Ensures efficient set-up, processing, and payment of grants in conjunction with the Accounts Department and technical team
- Act as the main point of contact for due diligence requests and suitability reviews
- Strong time management skills and use of MS Word and Excel
- Ability to coordinate, proofread and edit reports
- Ability to take initiative and multi-task
- Excellent verbal and written skills in English

## How to apply?

To apply, please complete and return:

- 1) **Application Form** available on <http://www.southeastenergy.ie/careers> to Bill Lowe at **blowe@southeastenergy.ie** with subject line **‘Grants Administrator’** telling us more about yourself, your experience/ambitions. Please also indicate your earliest available starting date.
- 2) The names and contact information of 2 references
- 3) Your CV

### **Closing date for applications is 10<sup>th</sup> March 2023.**

**NOTE.** If you do not wish that we contact current or past employers, please state so and explain the reasons in your letter of motivation. All applications will be treated confidentially and by respecting the privacy of the candidate. Applications that do not meet the deadline will be excluded.

South East Energy Agency is an equal opportunities employer.

\*Note. A panel of successful candidates will be created and as vacancies arise, they will be filled from the panel of suitably qualified candidates. Placement on a panel is not a guarantee of appointment to a position.