



**Keep warm, save money, help save the planet.**

## **General Manager Job Description**

**Job Title:** General Manager, The C.H.E.E.S.E. Project CIC

**Contract:** 3 to 4 days per week (based on 37.5hr week) until end June 2025, with opportunity for a permanent role for the right candidate

**Probationary period:** 3 months

**Salary:** £35,000 pa *pro rata* dependent upon experience

**Reporting to:** Board of Directors

**Location:** Bristol / Remote hybrid

This is a unique opportunity to manage and develop the multiple-award-winning Community Interest Company, The C.H.E.E.S.E. Project C.I.C. Our project trains enthusiastic surveyors to conduct thermal imaging surveys in homes across the Bristol area, helping residents identify and reduce energy loss. This rewarding and impactful work receives strong, positive feedback and fosters genuine change. Be a part of something truly positive!

An ideal candidate will have experience that will help them carry out our key responsibilities of surveyor management, business development, grant application, community engagement, and general operational management of the business. Far more important, however, is for the candidate to be a pro-active, engaged individual with an organised and positive way of working, who can communicate well and inspire those around them.

The role involves presence in the Bristol and surrounding areas and so applicants should be commutable to BS1 and surrounding area. It is largely a remote working position.

### **Your Role – General Manager**

The General Manager plays a crucial role in our organisation's success, representing The C.H.E.E.S.E. Project C.I.C. in Bristol, enhancing our brand reputation, and driving growth. The role is largely remote but requires a presence in the Bristol area, so applicants should be commutable to BS1 and the surrounding region.

## **Responsibilities:**

### **Business Development:**

- Identify and pursue new opportunities to expand the project's reach and impact.
- Develop and maintain partnerships with local organizations, businesses, and stakeholders.
- Promote the project to potential clients and partners through various channels.
- Oversee marketing and outreach efforts to increase awareness and engagement.
- Continuously seek ways to improve and innovate the project, by staying up to date with the latest industry news and developments.

### **Grant Application and Management:**

- Research and identify potential grant funding opportunities.
- Prepare and submit compelling grant applications to secure funding.
- Manage grant funds and ensure compliance with grant requirements and reporting.

### **Community Engagement:**

- Oversee the website and social media accounts to ensure that the project has a wide reach and influence.
- Develop existing relationships with local communities to encourage participation in the project, and foster creation of new relationships.
- Organize and lead community events, workshops, and presentations.
- Act as the primary point of contact for community inquiries and support.

### **Survey Management:**

- Recruit, train, and manage a team of enthusiastic Heatview™ surveyors.
- Oversee the Development Coordinator in scheduling and coordinating thermal imaging surveys in homes around the Bristol area.
- Ensure surveyors adhere to safety and quality standards during surveys.
- Provide ongoing support and professional development opportunities for surveyors.

### **Operational Oversight:**

- Oversee the day-to-day operations of The C.H.E.E.S.E. Project C.I.C.
- Ensure all activities align with the project's mission and goals.
- Monitor project progress and report on key performance indicators.
- In collaboration with the Treasurer, monitor the project's finances and create budgets.
- Implement and maintain efficient systems, processes, and policies.

## **Requirements:**

### **Essential**

#### *IT Skills and Organisation*

- Proficiency in general IT skills, including Microsoft Office.

- Excellent organisational skills, with the ability to manage multiple tasks and projects simultaneously.

#### *Leadership and Professionalism*

- Proven experience working to a professional standard with enthusiasm, a proactive attitude, and a strong desire to learn.
- A positive attitude with the ability to inspire and motivate others, coupled with a proactive approach to work and problem-solving.

#### *Community Engagement*

- Demonstrated experience in building and maintaining partnerships with various stakeholders.

#### *Other*

- Possession of a full UK driving license.
- Ability to commute to Bristol for in-person meetings and activities.

### **Desirable**

#### *IT Skills and Organisation*

- Experience using Xero accounting software.

#### *Leadership and Professionalism*

- Proven experience in managing and leading small teams and groups of volunteers.
- Strong ability to train, motivate, and support team members.

#### *Community Engagement*

- Experience in engaging with local communities and organizing events or workshops.
- Experience in collaborating with local governments, NGOs, and community organizations.

#### *Marketing*

- Experience in marketing, outreach, and public relations to promote project awareness.
- Skills in using social media and digital platforms, including our website for outreach.

#### *Grant Funding*

- Proven track record in writing successful grant applications and securing funding.
- Experience in managing grant funds and compliance with reporting requirements.

#### *Science Background*

- Background in environmental science, sustainability, or energy efficiency projects.
- Knowledge of thermal imaging and energy loss reduction techniques.

Candidates who meet these essential requirements and possess the desirable qualifications will be well-suited to lead and develop The C.H.E.E.S.E. Project C.I.C., driving positive environmental change and community engagement in the Bristol area.

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

Community Interest Company registered in England and Wales No, 11204415.

The C.H.E.E.S.E. Project CIC August 2024