



Renewable Energy Project Co-ordinator

Green Fox Community Energy

- Leicestershire (Remote/Home-based)
- £30,000 per year (pro rata)
- Part-time 1.5 days a week
- Contract or Self Employed
- Fixed term until May 2027
- Reporting to Executive Director

About Us

Established in 2012, Green Fox Community Energy (Green Fox) is a not-for-profit organisation based in Leicester and Leicestershire. We facilitate community ownership of renewable energy, while promoting the rollout of energy efficiency measures and low-carbon technologies.

Green Fox empowers community groups to lead their own projects, developing their skills, resilience, and confidence along the way. This role offers the opportunity to build close working relationships with innovative, driven, and inspiring groups throughout Leicester and Leicestershire.

About the Role

We are looking for an enthusiastic, experienced and talented individual to help us grow community energy in Leicester and Leicestershire. Your primary responsibility will be to develop renewable energy projects and carry out feasibility studies. While our current focus is on solar PV — including both ground-mounted and rooftop systems — we also work on other renewable energy projects, as well as proposals that combine multiple technologies. The role offers the opportunity to form close working relationships with interesting, innovative and driven community energy groups in Leicester and Leicestershire.

Key Responsibilities

- Work collaboratively with community groups, partners, and stakeholders to advance community-led renewable energy initiatives in Leicester and Leicestershire
- Co-ordinating all aspects of the project development, drawing in relevant external support and experts when necessary
- Writing professional reports, financial modelling and evaluating the viability of potential projects
- Developing a pipeline of renewable energy projects
- Developing a good understanding of the regulatory environment



- Contributing to the organisation's goal of growing and strengthening local community energy through expertise, enthusiasm, and innovative thinking.

The hours for this role will be varied. It may include some Saturday or evening work.

The role will require travelling in Leicestershire

What We Offer

- The opportunity to make a real difference to communities and the environment.
- Supportive colleagues and partners who share your passion for change.
- Flexible working arrangements.
- Ongoing professional development and training opportunities.

Person Specification

Essential:

- Permission to work in the UK
- Full driving licence or other ways of fulfilling the travel requirements of the job
- Experience of delivering projects/initiatives that aim to empower communities
- Renewable energy development experience or an eagerness to learn
- Ability to build partnerships and foster collaboration across different cultural contexts
- A good understanding of the planning process
- Excellent presentation, written and numeracy skills
- Strong IT skills, use of Microsoft applications (Word, Excel databases, Outlook)
- Ability to contribute to Green Fox's broader community plans and evaluations

Desirable:

- Knowledge of community energy
- Renewable energy, electrical or engineering related qualification and training
- Experience of using renewable energy standard assessment tools
- Knowledge of the local area and existing community networks in Leicester and Leicestershire.
- Experience in community energy project development
Prior experience of writing funding bids or project proposals

We encourage you to apply even if you don't meet all the criteria. We are interested in hearing how your unique set of skills and experiences may be transferable in this role.



How to apply

Email a CV and covering letter outlining your relevant skills and experience to: info@greenfoxcommunityenergy.org. Alternatively, send a short video (max 3 minutes) outlining your relevant skills and experience.

If an alternative format for providing this information would be more accessible to you, please get in touch and we can discuss potential options.

Interview

All successfully shortlisted candidates will be invited to interview.

Closing date for applications: 12.00pm Wednesday 10th September 2025

Interviews: 17th September 2025

Green Fox Community Energy is committed to being an equal opportunities employer. We encourage people of all backgrounds, ages, races, religions, belief systems, sexual orientations and gender identities to apply for this role. We particularly welcome applications from backgrounds who have been traditionally under-represented within the community energy sector. If you would like to discuss this role confidentially, please contact us at, info@greenfoxcommunityenergy.org and we will be happy to organise one of the Team to contact you.

In line with the disability confident employer scheme, we are committed to offering an interview to all disabled applicants who meet the minimum criteria for this role. Please let us know if you have a disability (as defined under the 2010 equality act) that you would like to declare. Please also let us know any reasonable adjustments that we can make to ensure that the application process is as accessible to you as possible.

Thanks to National Lottery players, Community Energy Pathways has been awarded £1.5M from The National Lottery Community Fund, the largest community funder in the UK, to deliver its Community Energy People project over three years. The Community Energy People project will enable 11 community energy groups across 11 counties to employ people for the first time, recruit more volunteers and deliver more projects, and faster. The new workforce will represent our diverse community. Community Energy Pathways will provide training and mentoring to those groups, as well as governance, HR and marketing support.