



Bro Dyfi Community Renewables Ltd

C/o Dulas Ltd, Unit 1, Dyfi Eco Park, Machynlleth SY20 8AX

admin@bdcrc.org.uk

www.bdcrc.org.uk

BRO DYFI COMMUNITY RENEWABLES

JOB SPECIFICATION: ADMINISTRATOR

PART TIME: Approx 20 hours per month. The actual hours will vary depending on demands and requirements. Includes attendance at Sunday evening committee meetings approx 6 times per year and AGM.

REMUNERATION: £12 per hour (and all reasonable expenses)

BASIS: Self employed. (You are responsible for your own tax and NI arrangements)

BASE: Own premises. Access to own IT facilities required. (The BDCR registered office is at Dulas Ltd, but our facilities there are limited).

RESPONSIBLE TO: MANAGEMENT COMMITTEE, and specifically:

COMPANY SECRETARY: for committee meetings, internal communications, AGM, filing

CHAIRPERSON: shareholder matters, external communications, media, website, general

O&M Manager: some administrative support for O&M manager

JOB DESCRIPTION and PERSON SPECIFICATION: See next page

WHO IS BDCR:

Bro Dyfi Community Renewables is a community energy initiative based in mid Wales, owning and operating two medium scale wind turbines on the hillside above the Dulas valley. Details can be found at www.bdcrc.org.uk.

The company is managed by a volunteer committee, who operate the organisation on behalf of shareholders that comprise BDCR, an industrial and provident society constituted in 2002. Currently we have 8 committee members, each of which has a contributing role to the running of the company. We have a Chair, Company Secretary and Treasurer, and members with technical, planning and project management skills.

BDCR is now operating profitably and able not only to issue shareholder interest payments annually, but to create some part time employment for members of the local community. This we see as part of the expanding benefits of the organisation as a community owned energy scheme.

Accordingly we are seeking expressions of interest from the communities around the Afon Dyfi for the position of part time administrator. In time there may be opportunity to expand the role as we potentially deliver on a further project, for which coordination support may be required.

We hope to make the appointment to start in January 2015.

Applications in the form of a cover letter and CV, should be e-mailed to Sonia Kuznetsov: sonia@kuznetsov.fslife.co.uk by Wednesday 26th November



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ADMINISTRATOR SPECIFICATION

TASKS:

- Coordination of shareholder interests, including responding to enquiries, requests for share transfers, share interest payments, shareholder mailouts, maintenance of the shareholder database, and AGM organisation.
- Attending Committee meetings and taking minutes/actions; circulating minutes and confirming sign off; maintain register of minutes; issue reminders of meetings; following up with committee members on action completion. Meetings are usually convened every 6-8 weeks at 8pm on a Sunday at the White Lion Pub, Machynlleth. [Back-up, if you are ill or on holiday the company secretary will do these].
- Monitoring, improving and updating BDCRC website (www.bdcrc.org.uk) with monthly News and generation figures, Shareholder Updates, AGM notes.
- Preparation and publication of press releases for BDCRC
- Handling general enquiries.
- Dealing with post and filing. Including occasional collections from Dulas Ltd when necessary, and distribution to committee members / employees.

You will not be required to do accounts/bookkeeping/financial reports as a bookkeeper is already engaged.

PERSON SPECIFICATION:

We are looking for an individual who can undertake the above tasks efficiently whilst supporting us in improving on our current standards.

Essential

Good written and verbal communication skills are required as you will be dealing with a wide range of people: committee members, shareholders, other organisations, press agencies, etc.

Good basic I.T. skills: Word-processing, spreadsheets (for use as database), basic understanding of Wordpress (easy to pick up).

Ability to work with a wide range of people, as above.

Ability to work on your own. This is not a job in an office environment. Generally, the committee members only meet together at committee meetings, and this will be your only face-to-face contact with some people. Between meetings there is much communication by email, with some phone calls and meetings between individuals on specific tasks.

Desirable

More advanced IT skills such as: Powerpoint preparation, Mailmerge, Website updating. However, our use of these is at the simplest level, and can be learned by anyone with good basic IT skills.

It would also be desirable if the individual is committed to the values of the organisation and who would genuinely take pleasure in working on this venture with us.