

## ABOUT THE JOB

### V3 Power coordinator and co-op member



**Overview** - We are looking for someone to join our cooperative. We need someone to take on the role of coordinator and be responsible for the day to day running of the co-op as well as to work on our projects. The role involves a large range of activities and will interest somebody with the drive and determination to make the co-op a success. It will suit someone with a passion for organisation, an interest in renewable energy, and who has, or is willing to learn, some practical skills. As we are a workers co-op we are a team who make decisions collectively. The successful applicant can, after a probation period, become a member (and by default a director) of the co-op.

**Our co-op** - V3 was founded in 2006 when two of us decided we wanted to learn and to teach others how to build Hugh Piggott wind turbines. The first few years were spent informally running occasional wind turbine courses then in 2009 we won a bid to get funding to run a series of renewable energy workshops in schools, at this time we also registered as a co-op with Companies House. When this funding finished in 2011 we struggled for a couple of years but since 2013 we have been financially stable and slowly but surely growing and developing the business ourselves. We currently have five members who all work varying amounts for the coop.

There are now four main areas of activity for V3 (in order of frequency):

1. Running courses in universities and for the public teaching people how to build Hugh Piggott wind turbines.
2. Providing pedal powered activities and off-grid renewable energy at events.
3. Building, installing, and servicing wind turbines.
4. Other bespoke renewable energy commissions.

Our goals are not just economic. We have a strong ethos which can be summarised by three points:

- We are committed to working in a way that brings about positive social and environmental change.
- We believe in the DIY ethic and empowering people through teaching them to do it themselves.
- We are supporters of the co-operative movement and our company is structured as a workers co-op, owned equally by its members.

**Location** - The coop is nominally based in Nottingham but we do not have an office so the coordinator works from home. Whilst living in or very near to Nottingham is not essential it is desirable because our storage is in Nottingham and practical work and course preparation happens there.

**Pay and hours** - Currently the budget for the coordinator role allows for 14 hours a week at £9 per hour for 44 weeks of the year. How these hours are done is flexible.

Last year the coordinator also earned around £4000 extra working on V3 projects and this will continue to be a possibility. This project work is paid at a higher day rate and is an average of one day a week but often comes in batches of three or four consecutive days. It would be of great benefit to the co-op if the coordinator was available for such work.

Currently all members are self employed and invoice the co-op for their work. The new coordinator could be paid by PAYE if necessary.

## **Coordinator responsibilities -**

### Project management and service delivery

- Researching and contacting potential venues and hosts for turbine courses and installations.
- Managing bookings for courses and other services.
- Publicising courses and other services.
- Creating and managing budgets for each project including preparing and negotiating quotes.
- Overseeing logistics for delivery of projects including client contact, timetable, transport, materials, tools, accommodation and V3 team.
- Managing post-project administrative tasks and maintaining relationship with past clients where appropriate.
- Keeping our storage unit in order.

### Governance and administration

- Ensuring all emails and telephone calls are dealt with.
- Arranging monthly meetings with other members.
- Keeping on top of insurance and other subscriptions.
- Fulfilling the coop's obligations to Companies' House.
- Maintaining relationship with storage unit landlord.
- Maintaining filing systems (primarily google drive but also physical).
- Managing the coop's diary/calendar.
- Keeping website and social media updated and sending out quarterly newsletter.

### Finances

- Basic bookkeeping.
- Preparing simple annual budgets, projections and reports for other directors.
- Maintaining bank account.
- Paying subcontractors.

**Directors' responsibilities** - After a 3 month probation period the successful applicants will become a member and director of the coop. Directors are collectively responsible for business development and furthering the interests of the co-op.

**How to apply** - Please send a CV outlining relevant work experience and a covering letter no more than 750 words demonstrating your enthusiasm for joining the co-op and suitability for the role using the person specification as a guide to [info@v3power.co.uk](mailto:info@v3power.co.uk). Please direct any questions to this email and/or to Jack on 07969783353. Applications close Thursday 3rd September. Interviews will be Tuesday 8th September. The successful applicant will need to be available for work during the week beginning Monday 28th September. There will then be a three week handover with our current coordinator followed by a three month review and six month 'probation period' after which a decision will be made as to whether the person is suitable for the co-op and visa versa.