

About us

We're Salix and we're on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We're passionate about our work and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence and influence by sharing knowledge and lessons learnt from project delivery to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ 200 people. Our principal office is in Manchester and we have a base at Canary Wharf in London.

We are wholly owned by the Department for Energy Security and Net Zero.

Why work for us?

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.

Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.

As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

Delivery Support Co-ordinator Job Description



We're committed to equal opportunities and we're proud of the diverse workforce we have. We continue to grow the diversity of our people, promoting an inclusive culture.

Role	Delivery Support Co-ordinator Job Description
Department / Location	Public Sector Decarbonisation team (formally Delivery) Manchester
Reports to	Programme Manager
Package	<p>£33,500 per annum</p> <p>Employee benefits:</p> <ul style="list-style-type: none"> 28 days annual leave (excluding bank holidays) Cycle to work scheme Contributory pension scheme Employee support with public transport costs Supported training budget for staff Access to Employee Assistance Program
Overview	<p>As a Delivery Support Co-ordinator, you will be responsible for supporting the delivery programme teams at Salix with crucial administrative tasks. The delivery teams are responsible for managing and monitoring the delivery of UK public sector decarbonisation projects, which are funded through grants and loans programmes by the Department for Energy Security and Net Zero (DESNZ), Scottish and Welsh Governments. The overall funding to be managed within the delivery teams is typically over £1bn each year, with over 300 public sector projects being delivered. You, along with the other members of the Delivery Support Team, will support multiple (currently 9) programme teams comprising of up to 40 relationship managers.</p> <p>Whilst the delivery teams maintain external client relationships and ensure the delivery and completion of projects in line with our grant and loan requirements, you will be responsible for coordinating administrative support for the client facing teams which can include drafting letters using established templates, checking invoices and processing payments, leading document's management on SharePoint, maintain project processes and documentation, and any administrative task that may arise from the delivery of projects. You will also support the teams follow up with clients on specific tasks like the return of outstanding documents.</p> <p>The Delivery Support Co-ordinator will be part of the Delivery Support Team reporting to a Project Management Office (PMO) Manager and line managing 2-3 Delivery Support Administrators. The Delivery Support Co-ordinator will supervise the Delivery Support</p>

	<p>Administrators as they carry out their main duties and be responsible for managing their workload across the different delivery programme teams according to the priorities set by the Director of Programmes. The role will provide support to the PMO Manager in developing and implementing the processes and procedures required to support the different funding programmes. You will also be an active member of the Delivery Team and attend team wide meetings as well as have the opportunity to be involved or lead projects that support the development of our processes and systems and making the company an even better place to work.</p>
<p>Key Responsibilities</p>	<p>Key responsibilities</p> <ul style="list-style-type: none"> • Supervising team (Delivery Support Administrators) responsible for supporting the wider delivery programmes team. • Assisting the delivery programme teams with crucial administrative tasks, such as, data collection, monthly reporting and project payments and completions. • Maintaining accurate client project data using client relationship management systems, SharePoint, Excel and other databases. • Support the continuous improvement and development of Salix processes and systems to ensure they are up to date and best serve the needs of our clients, funders and the company. • Align with the Salix values and working principles to support the strong company culture and positively represent the organisation. • Actively participate in wider activities that support the growth and development of the company. • Being open to learning and development opportunities. • Responsibility for individual and team health and safety. <p>Key duties</p> <ul style="list-style-type: none"> • Management of teams’ day-to-day activities in a fast-paced environment. • Supervising and coordinating Delivery Support Administrators in their communications with external clients • Invoice checking and payment processing. • Communications generation, drafting and checking legal documentation. • Managing and responding to internal/client queries.

	<p>Assist with wider organisational activities including cross-team working, involvement in workgroups and supporting charity initiatives.</p> <ul style="list-style-type: none">• Line manage 2-3 Delivery Support Administrators.• Support the PMO Manager with the performance management of the team by preparing and agreeing with staff on their performance management targets and training programmes.
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Appointment Process

Salix is an equal opportunities employer and has a policy of equal pay.

Successful candidates are required to undergo and pass a DBS and BPSS security check to be employed by Salix. This will be carried out as part of the reference process, on receipt of the signed acceptance of a conditional offer.

How to apply

If you wish to apply for this role, please submit all of the following:

1. An up to date CV
2. Equality monitoring form ([available to download here](#)).

Please specify in the application email subject the job title you are applying for and within the email where you saw the job posted – john@nobulrs.com

Appointment timetable

The position has been advertised on **Wednesday 17 July 2024**.

- Applications will close on at **11:59pm on Sunday, 28th July 2024**.
- Shortlisted candidates will be invited to interview week on **Wednesday 7 August 2024**.
- Presentation details will be released prior to interview.
- Start in post by mutual agreement.

Key information about application

- Applicants must demonstrate that they meet the qualifications, experience, skills and abilities listed in the key skills and competencies.
- Please be aware that Salix will only accept applications which contain all the requested supporting documentation detailed above, and candidates that do not submit all requested documentation will not be contacted to submit a full application.
- All applicants must have the right to work in the UK and documentation is required to support this.

CRITERIA	DESCRIPTION
QUALIFICATION	Degree or equivalent professionally relevant qualification
EXPERIENCE	Experience of working in a similar administrative role (2 year +)
	Relevant work experience of managing individual staff
	Proven track record of leading, delivering and/or implementing processes within an organisation
	Experience in providing advice and support to managers and employees
SKILLS AND ABILITIES	Pays close attention to detail, ensuring work is delivered on time, accurately and to a high standard
	Communicates effectively, confidently and assertively both in writing and when speaking.
	Excellent customer service skills and ability to meet expectations of stakeholders
	Fosters collaborative and co-ordinated working across teams.
	Effective time management and ability to set realistic timescales for work delivery
	Self-motivated with exceptional organisational skills
	Strong IT skills, including all Microsoft Office Programmes with a focus on Microsoft Excel
OTHER	Demonstrate and understand equal opportunities
	Willingness to learn and commitment to personal development and training