

## 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.

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	<b>Operational Demobilisation Lead</b>
Department / Location	Housing Team / Manchester
Reports to	<b>Director of Housing</b>
Package	Salary: Band E  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>The Operational Demobilisation Lead will play a key role in ensuring the smooth and effective conclusion of the Home Upgrade Grant (HUG) programme. Acting as the central conduit between Salix operational teams and Department for Energy Security and Net Zero (DESNZ) colleagues, the role involves coordinating demobilization activities, ensuring operational continuity, and facilitating knowledge transfer to secure a seamless transition.</p> <p>This position requires excellent project delivery expertise, strong organisational skills, and the ability to manage complex stakeholder relationships within tight timeframes.</p>
Key Responsibilities	<p><b>Demobilisation Planning and Coordination</b></p> <p>Develop and implement a comprehensive demobilisation plan to ensure an efficient and orderly programme close-down.</p> <p>Identify potential risks associated with demobilisation and develop strategies to address them.</p> <p>Ensure compliance with all relevant regulatory, contractual, and reporting requirements throughout the demobilisation process.</p> <p><b>Stakeholder Engagement</b></p> <p>Act as the primary liaison between Salix operational teams and DESNZ, maintaining open and effective lines of communication.</p>

	<p>Facilitate regular updates, meetings, and briefings to align all stakeholders on progress and address challenges.</p> <p>Build and maintain strong working relationships with key stakeholders to promote effective collaboration.</p> <p><b>Operational Oversight</b></p> <p>Oversee day-to-day demobilisation activities to ensure continuity of services and alignment with programme objectives.</p> <p>Supervise the documentation and archiving of operational processes, decisions, and lessons learnt.</p> <p>Provide support to operational teams to ensure they have the resources and guidance needed for the demobilisation phase.</p> <p><b>Reporting and Knowledge Transfer</b></p> <p>Prepare and deliver detailed progress reports, highlighting achievements, risks, and key outcomes, to Salix and DESNZ.</p> <p>Ensure the effective transfer of operational knowledge, including processes, procedures, and key insights, to DESNZ or other relevant stakeholders.</p> <p>Support post-programme evaluations and audits as required.</p> <p><b>Risk Management</b></p> <p>Proactively identify and address any gaps or risks during the demobilisation phase.</p> <p>Develop contingency plans to manage unexpected challenges.</p>
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**Appointment Process**

Salix is an equal opportunities employer and has a policy of equal pay. The Person Specification for this position can be found in Appendix 1. All criteria outlined in the specification are considered essential and will be assessed through a

combination of the application statement, CV and interview, including a presentation.

Candidates must demonstrate that they meet the qualifications, experience, skills, and abilities listed in the Person Specification. In order that candidates focus on the experience, skills, and abilities in the Person Specification, ten specific areas have been highlighted. Candidates should focus on these ten points in their written statement which should be no more than 1,500 words. Other aspects of the Person Specification will be evidenced from your CV and the final interview. See Appendix 1 for the Person Specification.

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

1. If you wish to apply for this role, please submit all of the following to HR An up-to-date CV.
2. A statement of no more than 1,500 words as to how you match the requirements of the Person Specification, ensuring you address the **ten key criteria** highlighted in the key criteria column of the Person Specification.
3. 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.

### Appointment timetable

- The position has been advertised on **\*Insert Date\***
- Applications will close on **\*Insert Date\*** or sooner if the post is filled.
- Shortlisted candidates will be invited to interview by mutual agreement.
- Presentation details will be released prior to interview.
- Start in post by mutual agreement.

**Key information about application** (Applicants must demonstrate through their CV and personal statement that they meet the qualifications, experience, skills and abilities listed in the Personal Specification in Appendix 1.

- 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.

If you wish to apply for this role, please: (if applicable)

1. Send an updated CV and personal statement to [salixapplications@ivyrockpartners.com](mailto:salixapplications@ivyrockpartners.com)

2. Complete the Equality monitoring form available here:  
[equality\\_monitoring\\_form\\_equality\\_act\\_compliant\\_0\\_2.doc \(live.com\)](#)

CRITERIA	DESCRIPTION	ESSENTIAL CRITERIA
<b>EXPERIENCE &amp;</b>	Significant experience in operational programme management, ideally within government-funded or energy sector projects.	✓
<b>SKILLS</b>	Strong understanding of demobilisation processes, risk management, and stakeholder engagement.	✓
	Excellent communication and interpersonal skills to manage relationships across diverse teams and organisations.	✓
	Proven ability to deliver results within tight deadlines while maintaining high attention to detail.	✓
	Able to successfully manage formal committee meetings	✓
	Strong analytical and problem-solving capabilities.	✓
	MS Office knowledge	✓
	Discretion and confidentiality	✓
	Organised and results-oriented, able to multitask during conflicting deadlines and prioritise tasks accordingly	✓
	Good attention to detail, as well as able to display a calm, confident and clear approach to work	✓

CRITERIA	DESCRIPTION	DESIRABLE CRITERIA
<b>EXPERIENCE &amp; SKILLS</b>	Previous experience working with government departments such as DESNZ	✓
	Knowledge of home energy efficiency or similar programmes	✓
	Familiarity with public sector procurement and compliance processes	✓

Key: ✓ = key criteria