

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	Programme Coordinator
Department / Location	London (Internal Only) /Manchester (internal/External)
Reports to	Programme Manager
Package	<p>£34,170 per annum (Band B)</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 Programme Coordinator you will be responsible for supporting and monitoring the delivery of UK public sector decarbonisation projects, which are funded through grants and loans programmes by DESNZ, Scottish and Welsh Governments.</p> <p>You will be part of one of Salix's programme delivery teams reporting to a Programme Manager and supervising 1-2 Client Support Officer(s). You will support clients through the lifecycle of their project delivery to successful completion, ensuring they comply with funding requirements, and have responsibility for reporting on any delivery risks to your team. You will do this by building strong client relationships and being their first port of call for any queries. You will support the delivery of around 20 projects with a combined value of £50m and supervise 1-2 Client Support Officer(s) in delivering their projects. You will also support the Programme Manager in monitoring a scheme of value of up to £150m consisting of 50-150 projects.</p> <p>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>
Key Responsibilities	<p>Key responsibilities</p> <ul style="list-style-type: none"> • Work with and support clients (whether they are Local Authorities, NHS Trusts, Universities, Colleges, Schools, Central Govt. departments, etc.) to support them in successfully completing their projects to the agreed scope, timelines and to Salix requirements. • Monitor clients' project progress, and report any risks and issues, and ensure data on these is kept accurate and up to date through Salix client relationship management systems. • Facilitating the client's development of timely and accurate payment forecasts for their project, and supporting them through the payments' process,

ensuring they provide relevant and accurate evidence to support their claims.

- Preparing contractual agreements for clients' projects initiation and ensure they understand their requirements in receiving Salix funds.
- Build and sustain excellent client relationships and engage with key project personnel to support them in successfully completing their projects.
- Align with the Salix values and working principles to support the strong company culture and positively represent the organisation.
- Work as part of a team to deliver Salix annual business plans, supporting the delivery of DESNZ, Scottish and/or Welsh Governments' policy objectives.
- 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.
- Actively participate in wider activities that support the growth and development of the company.
- Being open to learning and development opportunities.
- Supervise a small team of staff (Client Support Officers) delivering Salix programmes.
- Support the Programme Manager in the performance management of their team.
- Take responsibility for key processes that support the delivery of all projects managed by the team.
- Support the Programme Manager in the preparation and presentation of reports for Senior Managers on progress towards targets and individual work programmes.

Key duties

- Build strong customer relationships with Salix clients, this will require visits to clients on location.
- Maintaining accurate client project data through the use of client relationship management systems.
- Data management and analysis to support reporting to our board and funders.
- Management of own day-to-day tasks in a fast-paced and busy environment.
- Payment processing and cashflow forecasting.
- Letter generation, drafting and checking legal documentation.
- Prepare written reports and presentations on individual project work.
- Managing and responding to internal/client queries.
- Support the Communications and PR team to promote Salix at events, conferences, and webinars, by giving presentations and assisting with the preparation of materials to showcase Salix's work.
- Assist with wider organisational activities including cross-team working, involvement in workgroups and supporting charity initiatives.

	<ul style="list-style-type: none"> • Prepare written reports on your teams work programme. • Supervise 1-2 Client Support Officer(s) within your team. • Support the Programme Manager with the performance management of the team by preparing and agreeing with staff their performance management targets and training programmes. • Assist the Salix team with the development of case studies and organisation of ministerial visits. • Present Salix and its work to prospective clients. • Responsible for individual and team health and safety.
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Appointment Process

Salix is an equal opportunities employer and has a policy of equal pay. Salix operates a probationary period for all new staff. This ensures people joining Salix can find out that the job meets their expectations and that Salix can support each member of staff in their role.

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 a combination of CV, Screening and interview, including a presentation.

Please note we plan for this to be a two-stage interview process managed internally, should you be invited to interview, stage 1 will consist of a presentation to the interview panel with follow-up questions. Those taken to stage 2 will be invited to meet the panel for a formal interview.

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, six specific areas have been highlighted.

Key information about the application process

Nobul/IvyRock Partners are Salix's recruitment partner. As this role is open to both internal and external applicants simultaneously, and to ensure a fair and structured process, please note the following key details:

- **Screening Calls:** NoBul/Ivy Rock will conduct initial interviews for both internal and external applicants. This replaces the need for a Personal statement.
- **Structured Approach:** These calls will follow a set of pre-defined questions designed to assess your skills and suitability for the role efficiently and fairly.
- **Shortlisting and Formal Interviews:** will be managed internally by Salix.
- If you have any questions, please contact HR@salixfinance.co.uk.

How to apply:

- Please send your CV to salixapplications@ivyrockpartners.com.
- A member of the NoBul/Ivy Rock team will reach out to schedule your first-stage video interview shortly.

Appointment timetable

- The position has been advertised on **Thursday 13th February 2025**
- Applications will close at Midnight on **Wednesday 26th February 2025**
- Screening Calls With NoBul/Ivy Rock will take from **27th February 2025**
- The stage 1 presentation interview will take place on: **10th and 11th March 2025**
- Presentation details will be released to those invited to stage 1.
- The stage 2 interview will be W/C **12th, 13th and 14th March 2025**
- Start in post by mutual agreement.

Appendix 1: Personal Specification

CRITERIA	DESCRIPTION	KEY CRITERIA
QUALIFICATIONS	Degree or equivalent professionally relevant qualification	
	Evidence of recent professional development	
	Management qualification level 3 or above*	
EXPERIENCE	Relevant work experience of managing projects and individual staff	
	Substantial people management experience both staff & customers	
	Proven track record of leading, delivering and/or implementing projects within an organisation	✓
	Experience in providing advice and support to managers and employees	
	Presentation experience	
	Experience of leading and managing a team	
	Significant customer service experience	
	Good IT skills, including all Microsoft Office Programmes the internet and the ability to create electronic documents	
SKILLS AND ABILITIES	Ability to work flexibly and proactively within a small team	
	Ability to manage, prioritise and deliver a number of projects and work programmes within timescale	
	Communicates effectively, confidently and assertively both in writing and when speaking	
	Fosters collaborative and co-ordinated working across teams and in partnership with other organisations	✓
	Presents a credible and positive image both internally and externally	✓
	High level of numeracy (and data analysis skills – applicable to Tech)	
	Pays close attention to detail, ensuring team's work is delivered to a high standard	
	Effective time management and ability to set realistic timescales for work delivery	✓
	Self-motivated and good organisational skills	
	Good interpersonal skills	
	Ability to effectively contribute at meetings and events participation	
	Knowledge of energy efficient and low carbon technologies	
	Understanding key political drivers to create the right environment for developing and delivering investment in energy efficiency	
	Willingness to travel	
	Ability to make decisions that demonstrate commitment to Salix's corporate strategy	✓
OTHER	Demonstrate and understand equal opportunities	
	Willingness to learn and commitment to personal development and training	✓

Key:

✓ = key criteria

* If you do not have this qualification (or equivalent), evidence that you are studying for this qualification and date to complete will be considered as appropriate evidence. Completing a training and development approval form in response to this advert does not meet the evidence criteria.