



Job Description: Project Officer x2

Responsible to: Executive Director

Reporting to: Communication & Engagement Manager

Hours: Part-time (22.5hrs a week)

Salary: £29,000 (FTE). Pro-rata £19,662

Working arrangement: Ynni Teg staff work flexibly as required. You will work mainly during normal office hours but may need to attend occasional evening and weekend events/meetings

Location: You will be working from home with access to co-working spaces in Cardiff and Newport, for regular meetings with the project team.

Contract: Fixed-term until 28th February 2027

Ynni Teg

Ynni Teg is a developer of community-owned clean energy infrastructure in Wales, working with local organisations to enable communities to take greater control of our energy for a more resilient Wales.

Ynni Teg's core objectives are to:

- Develop complex energy projects typically beyond the capability of community groups acting alone.
- Support community energy organisations to develop their projects.
- Deliver shared-ownership energy projects and develop best practice guidance for Wales.
- Bring privately-owned energy assets into community ownership.
- Secure additional finance opportunities for the benefit of the sector and seek appropriate new opportunities for development within the energy sector.

About the Role

The Project Officers will work closely with target communities in Cardiff and Newport, to engage directly with households to drive up participation in a community-owned venture that aims to provide energy cost-saving for households and small businesses.

Ynni Teg has been awarded a grant to undertake a two-year research and development project in South Wales, funded through the Energy Industry Voluntary Redress Scheme. The project will assess the feasibility of a model to help urban communities create a shared energy system, to lower costs and reduce carbon emissions.

The project primarily focuses on the inner-city areas of Cardiff and Newport and will be open and inclusive to households of all ethnic and religious backgrounds, but will seek to particularly engage the minority faith communities in those areas, e.g. those of South Asian heritage.

Engagement activities will be developed through partnership working with the Bengal Dragons Foundation (BDF), a non-profit organisation dedicated to the empowerment and wellbeing of communities, promoting positive change through sports, education, healthcare and sustainable development initiatives.

The role will involve direct engagement with local residents, including home visits to assess their suitability for the project, providing basic energy efficiency advice and securing sign-ups to participate. Training on energy efficiency advice and renewables will be provided.

Key Responsibilities

- Deliver on-the-ground engagement activities, ensuring local residents understand the intended benefits of the project and how they can participate.
- Conduct home visits to assess household suitability for the project, collecting key information to inform feasibility findings.
- Provide basic energy efficiency advice to households.
- Support residents to sign up for the study, answering questions and addressing concerns.
- Work under the supervision of the Communication & Engagement Manager to ensure a smooth and consistent engagement process.
- Gather feedback from the community and report insights to help shape future project phases.

Skills & Experience

Essential

- Strong interpersonal and communication skills, with the ability to build trust and engage effectively with people from diverse backgrounds.
- Experience of working in diverse communities and a respectful, inclusive approach, including a sensitivity and understanding of various faith community's values and traditions.
- Organised and proactive, with the ability to plan and manage home visit schedules while recording data accurately.

- Passionate about community energy, sustainability, and climate action, with a commitment to supporting local initiatives.
- Competence in using email, spreadsheets and basic reporting tools.

Desirable

- Experience in community engagement, outreach, or field-based roles, ideally within energy, sustainability, or social impact projects.
- Knowledge of renewable energy, energy efficiency, or community-led sustainability projects.
- Experience working on projects related to social justice, fuel poverty, or community empowerment.
- Familiarity with local community networks, faith groups, or resident associations in the study area.
- Ability to speak a language commonly spoken in the local area e.g., Urdu, Bengali.

How to Apply

To apply, please submit your CV and a cover letter detailing your experience and motivation for the role to jude@ynniteg.cymru

Deadline: 25th July 2025

We strongly encourage applications from individuals within local minority faith communities who are passionate about community development and sustainability.