



Ynni Teg - About us:

Ynni Teg Cyf. (Fair Energy Ltd) is a community benefit society based in Cardiff. Our business is community energy and our mission is to be a leading developer of community-owned clean energy assets that provides funds for local community benefit and, when feasible, reduced energy costs to local consumers.

We also help other organisations in Wales to develop their own renewable energy projects to benefit their communities, enabling more of us to have greater control of our energy for a more resilient Wales.

The Society owns a wind turbine and small solar farm that provide us with a revenue income stream of c. £400k pa and our profits are used to provide grants to local beneficiaries. We have another turbine currently in development and will be launching an investment offer for that in December. Our aspiration is to double the level of our current activity and turnover by 2030.

Ynni Teg has c.200 shareholding members who have invested in our generating assets. We are governed by a volunteer board and have a small staff team based in South and West Wales. Our operational costs are part-funded through public grants.

The Society was established in 2017 by Ynni Cymunedol Cymru/[Community Energy Wales](#), which represents a network of over 30 community energy organisations across Wales. We provide financial support and work closely with it to help foster the growth of the community energy sector in Wales.

Our registered office is in Cardiff and we are members of the [Tramshed Tech](#), which gives our team access to co-working spaces in South Wales. We meet occasionally in Carmarthenshire and hope to have a greater presence in North Wales in due course.

JOB DESCRIPTION

Responsible to: Executive Director & Board of Directors

Location: Hybrid working, home-based, occasional attendance at shared office workspaces

Starting salary: £12,000 p.a. basic. (Pro-rata for FTE = £30,000)

Working hours: Part time – 15 hrs per week, flexible working arrangements.

The Administration Officer's role is to provide administrative and clerical support to the Society's Executive Director, operational staff team and the Ynni Teg Board. The role will involve managing day-to-day administrative procedures to support the Society's operations, enabling staff to have access to the necessary venues and resources needed to perform their jobs and ensuring compliance with the Society's policies and regulatory requirements.



The Society has IT support services from [Orbits IT](#) and company secretarial services from [Shareenergy Coop](#).

The postholder will be supported to work from home and at our co-working spaces (if convenient at [Tramshed Tech](#) and provided with suitable IT equipment and a mobile phone. They will be expected to be in regular and frequent contact with other team members and will be required to attend occasional in-person meetings at our co-working spaces or at meetings and events at other venues in Wales.

Key Responsibilities:

- **Administrative System and Record Keeping:** Developing and implementing efficient administrative systems and procedures. Maintaining accurate and organized company records and archiving of documentation.
- **Communications:** Fielding general enquiries to the Society and directing them to the appropriate person. Implementation of the Society's Welsh Language Policy and commissioning of translation services for media/documentation as required. Assisting staff with bi-lingual communications.
- **HR:** Maintaining HR records, assist with recruitment and new employee onboarding/ induction and arranging staff training activities. Assist with maintaining the Staff Handbook, e.g. liaising with external HR advisors on policy updates, etc.
- **IT Management:** Liaising with the Society's IT support provider to ensure our IT systems are appropriate for our needs, fully licenced and functioning; overseeing supply and repair of equipment.
- **On-line meetings, workspace, event venues:** Supporting the operational team with arranging regular on-line team and multi-party meetings, overseeing work and event space bookings and set up, usage and costs.
- **Support for the Society's Board of Directors:** Arranging and helping the ED to prepare papers for quarterly and ad hoc operational board meetings. Minuting of Board meetings. Liaising with Company Secretary to prepare for Annual General Meetings.
- **Company policies and procedures:** Assisting with the implementation of company policies and procedures. Ensuring the Society complies with current regulatory requirements, including health and safety and GDPR.

Key Skills & Experience:

- The ability to communicate in Welsh to a good standard.
- Proficiency in MS Office applications.
- Good written and verbal communication skills.
- Strong organisational skills, attention to detail and accuracy.



- Ability to work flexibly and use own initiative when required.
- Experience of a similar role in a business/organisational environment for at least 3 years.

Desirable

- Experience of working for a social enterprise.
- NVQ level 2 Certificate of Diploma in Business and Administration or similar qualification or higher.
- Proficiency with desk-top publishing software apps.
- Knowledge of relevant regulations and compliance requirements.