



carbon sense 2 commercial sense

## VACANCY

### Chief Operating Officer

Temporary Opportunity

Flexible Working

Maternity Cover

Salary to be discussed, dependent upon experience

#### Role Summary:

This role is to provide maternity cover for the Chief Operating Officer. This role oversees the day to day running of the business, management of the CO2Sense Evergreen Investment fund and responsibilities associated with specific investments.

The role can be fulfilled in on a flexible basis depending upon circumstances.

#### About CO2Sense CIC

CO2Sense is an ethical fund manager, specialising in low carbon and environmental investments. This fund is under the ownership of CO2Sense but overseen by the Department of Business Innovation and Skills due to the public sector origins of the fund. As a CIC, CO2Sense has no shareholders, and all surpluses generated within the year are re-invested into the fund or used to further advance the objectives of CO2Sense, in particular to support community owned projects.

CO2Sense own and operate a wind turbine asset which sits within a subsidiary, CO2Sense Pantycelyn Ltd. All surpluses from this company are returned to CO2Sense for re-investment.

The team comprises two staff, supported by consultants and the CO2Sense board.

CO2Sense has aims to manage additional funds in the future, to increase the breadth of its work. These funds will need to be complimentary to the ethical ethos and technical expertise of CO2Sense.

#### Core Responsibilities:

##### Fund Management

- Oversight of ongoing management of existing investments, ensuring repayments are made on time and to schedule.
- Oversight of ongoing management of the investment in CO2Sense Pantycelyn, ensuring proper operation and management of the asset.
- Oversee the negotiation of all new investments and refinancing of existing investments (in the low carbon and environmental sectors).
- Oversee the completion of due diligence, monitoring and evaluation, investment and project documentation.
- Oversee and support commercial and contractual structuring/negotiations utilising external legal support.
- Oversight of all financial expenditure and income.
- CO2Sense representative on the RESense board, on company boards where CO2Sense has a right following investment including CO2Sense Pantycelyn a subsidiary company.
- Reporting to BIS who oversee the fund.

### Strategy

- Annual budgeting, monthly financial planning and reforecasting of Company cash flow.
- Develop and build new investment areas for CO2Sense in the low carbon and environmental sectors.

### Governance

- Supported by an external Company Secretary, ensure the governance requirements of the organisation are met and board meetings and AGM are conducted appropriately.

### Operational management

- Line management of an associate to support all activities
- Management of external consultants, associates and service providers
- Management of book-keeper and management accountant and supporting raising invoices, chasing payments
- Monthly reporting to the CO2Sense Board

### Skills/Attributes

- 5 yrs+ professional and relevant experience in a technical, project management or commercial role.
- Ideally the successful candidate will have a BEng / MEng / MSc in a relevant discipline, although experience and aptitude are just as important and so diploma will be considered.
- Strong project management skills and the ability to balance a mix of priorities.
- Knowledge and demonstrable experience of renewable energy technologies, the low carbon sector and sustainability.

### Applications:

If you feel you meet the above requirements and wish to be considered, please apply in writing with a covering letter and CV with salary expectations to: **Jemma Benson, CO2sense, The Tannery, Leeds LS3 1HS OR email to [jemma.benson@co2sense.co.uk](mailto:jemma.benson@co2sense.co.uk)**