

**Irish Bioenergy Association (IrBEA)**

MRTT- 0161 - Midlands Bioenergy Development Programme

Job Specification

**Role Title:** Irish Bioenergy Association Project Executive

To drive the implementation of The Midland Bioenergy Development Programme and other organisational activities and projects, the Irish Bioenergy Association (IrBEA) is recruiting a

**Project Executive**

**Job Description:**

<b>Job Title:</b>	Project Executive
<b>Detail of the Position:</b>	Project Executive role in current active Projects in the Bioenergy sector, with the potential for other duties to be assigned depending on the organisation's workload and at the discretion of the CEO.
<b>Employer:</b>	Irish Bioenergy Association (IrBEA) <a href="http://www.irbea.org">www.irbea.org</a>
<b>Area of Work:</b>	Bioenergy including Biomass, Biogas, Biofuels, Energy Crops, Wood Fuels, Hydrogen and Biochar / Carbon Products.
<b>Place of Work:</b>	This role will largely involve remote working, with an element of travel for the remaining time. Remote office work supported.
<b>Work Hours:</b>	Full time
<b>Remuneration Guide:</b>	Salary range €36,000 to €44,000 – Depending on Experience
<b>Employment Period:</b>	Fixed Term 2 Year Contract subject to completion of satisfactory 6-month probationary period.
<b>Existing Project Details and main work area:</b>	Project Executive for the Just Transition Fund Midlands Bioenergy Development Programme and other works areas within IrBEA
<b>Other Project and Work Details:</b>	IrBEA is involved in several other projects in the Biogas, Biomass, Biochar, Biofuels, Energy Crops and Wood Fuels sectors. As a representative organisation, IrBEA works on behalf of its members and to promote and develop the bioenergy sector.
<b>Contract Type:</b>	2-year Fixed Term
<b>Reporting To:</b>	IrBEA Chief Executive
<b>Liaising with:</b>	Other Executive Staff, Board Members, Management Committee, Members and Member Organisations, State Agencies, Statutory Bodies, Farming and other

	representative organisations, project partners and other stakeholders with an interest in the Bioenergy sector and specific projects
<b>Deadline for applications:</b>	Monday 31 <sup>st</sup> January 2022 at 12 noon.
<b>Expected start date:</b>	Immediate

### **Principal Duties and Responsibilities:**

The successful candidate will be responsible for:

- The daily implementation of the Midlands Bioenergy Development Programme, work packages and tasks, including the facilitation of further spin off work as part of the project activity dissemination, communication, and exploitation/replication activities.
- Monitoring the overall progress regarding milestones and deliverables within in the project.
- Identification of any unanticipated risks and assisting with the preparation of the technical, interim, and final reports.
- Work with the CEO, Finance Manager and IrBEA Executives to ensure the timely submission of financial and technical reports.
- Other IrBEA work activities and duties will be assigned to the individual depending on the organisation's workload and at the discretion of the CEO.
- Supporting IrBEA in looking for additional funding and partnering opportunities.
- Assisting with the organising of IrBEA and project related events.
- Liaising with both internal and external stakeholders, spanning all the bioenergy sectors.

### **Personal Specifications:**

- Experience in the management of funded (research & development) projects.
- Third Level Honours qualification in a relevant field.
- Full Driving License and use of own car.
- Documented and demonstrable experience within the renewable energy, business development or technology areas.
- Excellent communication, interpersonal, writing and networking skills.
- Written and spoken English proficiency.
- Excellent IT technical knowledge.
- Focused on outcomes with excellent organisational skills and attention to detail.
- Ability to cope with tight deadlines and work effectively with a dynamic and diverse staff which work remotely.
- Ability to network and build relationships with relevant stakeholders, partners, and members.

- Team spirited but with the ability to work independently and remotely.
- Understanding of the role of a representative and membership organisation.
- Commitment to the purpose of the Irish Bioenergy Association and to work within the values, policies, structures, and procedures of the organisation.
- To act consistently in a professional manner.
- To undertake other duties as may be directed by the Chief Executive of IrBEA.

### **Additional Considerations for the role:**

**Experience:** Experience of best practices in project management (research and development), business development, techniques of projects planning, event planning and grant application experience is an advantage.

**References:** The successful candidate will undergo two reference checks before commencing employment with IrBEA. Details of these referee's should be provided in the application but will only be contacted before commencement of employment.

**Annual Leave:** The Project Executive will be entitled to a minimum of 21 days annual leave plus public holidays.

**Travel:** The role will involve reimbursable travel throughout the Midlands Regions, to attend project meetings, workshops and conferences, and as required within the country to attend various meeting and events in line with the demands of the role.

**Further Information:** Information on the organisation is available at [www.irbea.org](http://www.irbea.org)

**Applications:** Applications must include in **one single document** a cover letter (one page) and Curriculum Vitae (CV) including contact details for two referees. Application on the position should be sent by email only to Seán Finan IrBEA CEO with subject line "**Midlands Bioenergy Development Programme – Job Application**" to [seanfinan@Irbea.org](mailto:seanfinan@Irbea.org)

**Closing date:** The deadline for applications is **Monday 31<sup>st</sup> January 2022 at 12 noon.**

**The Irish Bioenergy Association is an equal opportunities employer.**

### **About IrBEA:**

IrBEA was founded in 1999 and is the representative body for the bioenergy industry on the island of Ireland. IrBEA works on behalf of its members across the bioenergy sectors of biomass, biogas, biofuels, biochar, wood fuels and energy crops. IrBEA is recognised by Government and key stakeholders as the voice of the Bioenergy industry. The organisation is one of the founding members of Renewable Energy Ireland and is affiliated to Bioenergy Europe and the European Biogas Association (EBA). The organisation's activities are managed by the CEO assisted by a small executive staff team. IrBEA is governed by a board of directors which includes an elected President and Vice President. Policy direction is provided by a Management Committee and specific subcommittees. IrBEA manages and administers the Wood Fuel Quality Assurance Scheme (WFQA) and is currently involved in a number of Bioenergy Research and Development projects on biogas and biochar. IrBEA administers a register of Biomass Designers and Biomass installers. Full details on [www.irbea.org](http://www.irbea.org)

### **National Just Transition Fund**

The National Just Transition Fund (JTF) is a key pillar of the Government's plan for the Midlands region. A fund was made available in 2020 to support communities transitioning to a low carbon economy. The focus is on retraining workers and generating sustainable employment in green enterprise across the region.

The objective of the Fund is to facilitate innovative projects that contribute to the economic, social and environmental sustainability of the Wider Midlands region (including East Galway, Kildare, Laois, Longford, North Tipperary, Offaly, Roscommon and Westmeath) and have significant employment and enterprise potential. The Fund supports projects that take a whole-of-Midlands strategic approach and complement other sources of public funding.

### **MRTT- 0161 - Midlands Bioenergy Development Programme**

The Midland Bioenergy Development Programme will provide start up enterprises in the Midlands region with non-financial support, knowledge, guidance and mentoring to establish successful Bioenergy businesses. These businesses will help the Just Transition in the Midlands by providing quality green employment opportunities for a transitioning workforce. The businesses will process indigenous feedstock (grass, wood, energy crops) to produce Bioenergy (firewood, wood pellets, biogas, biochar, biooils etc) which will offset existing fossil fuel usage. The feedstock which will be grown and sourced in the Midlands will stimulate the local rural economy and provide opportunities for primary producers also. This project will deliver a Bioenergy knowledge transfer programme in the region on the various Bioenergy sector opportunities in biomass production, biogas production, wood fuel and energy crop processing and production and biochar production and usage. This project will link producers, processing business, energy users and investors. The SMEs supported by the project through a mentoring programme will promote economic growth and rural development in the Midlands region. Mentoring and technical advice will be provided by the project team to develop 12 start-up enterprises in the Bioenergy sector in the midlands. This will be the main deliverable of the project.