

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.

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| Role | Decarbonisation Support Officer |
| Department / Location | Manchester |
| Reports to | Programme Manager |
| Package | <p>£27,000 per annum</p> <p>28 days annual leave (excluding bank holidays)</p> <p>Cycle to work scheme</p> <p>Contributory pension scheme</p> <p>Employee support with public transport costs</p> <p>Supported training budget for staff</p> <p>Access to Employee Assistance Program</p> |
| Overview | <p>As a Delivery Support Administrator, you will be responsible for supporting the delivery programme teams at Salix with crucial administrative tasks. The delivery teams are responsible for managing and monitoring the delivery of UK public sector decarbonisation projects, which are funded through grants and loans programmes by DESNZ, Scottish and Welsh Governments. The overall funding to be managed within the delivery teams is typically over £1bn each year, with over 300 public sector projects to be managed. Whilst the delivery teams maintain external client relationships and ensure the delivery and completion of projects in line with our grant and loan requirements, you will be supporting the teams with completing the administrative responsibilities which can include drafting letters using established templates, checking invoices and processing payments, setting up folders on our SharePoint, and any such task that may arise following requests for information from our funders. You will also support the teams with following up with clients on specific tasks like the return of outstanding documents. You will be line managed by a Programme Coordinator and managed by a Programme Manager. You will be supporting up to 9 programme teams comprising of up to 40 relationship managers. 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 in projects that support the development of our processes and systems and making the company an even better place to work.</p> |
| Key Responsibilities | <p>Support the delivery programme teams with the administrative tasks required in the process of project managing and delivering support on the grant and loan projects for their clients. This includes-</p> |

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| | <ul style="list-style-type: none"> • Setting up key folders on our SharePoint in line with approved folder structure format • Downloading new applications from the Salix portal and saving them in the correct applicant folder, correctly named and saved in line with approved folder structure format • Supporting relationship managers with checking invoices and processing payments • Drafting Grant Amendment Letters and any other letters using approved templates • Saving copies of files from client folders to a central location or vice versa as required • Uploading information from different files and locations into one central tracker or database as required • Using mail merge to send out key requests to several or all clients • Assisting in the collection and processing of reports • Compile and evaluate data from various sources for effective reporting |
| <p>Key Skills and Competencies</p> | <ul style="list-style-type: none"> • Degree or equivalent professionally relevant qualification • Experience of working in a similar administrative role (1 year +) • Strong IT skills, including all Microsoft Office Programmes with a focus on Microsoft Excel • Pays close attention to detail, ensuring work is delivered on time, accurately and to a high standard • Good communication skills especially within customer facing environment • Fosters collaborative and co-ordinated working across teams and in partnership with other organisations • Effective time management and ability to set realistic timescales for work delivery • Self-motivated and good organisational skills • Presents a credible and positive image both internally and externally • Ability to work constructively within a small team • Strong interpersonal skills |

Appointment Process

Salix is an equal opportunities employer and has a policy of equal pay. 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 of the application statement, CV and interview, including a presentation.

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, ten specific areas have been highlighted.

Successful candidates are required to undergo and pass a DBS and BPS security check to be employed by Salix. This will be carried out as part of the reference process, on receipt of the signed acceptance of a conditional offer.

How to apply

1. If you wish to apply for this role, please submit all of the following to John@nobulrs.com.
2. An up-to-date CV.
3. Equality monitoring form (available to download here).

Key information about application

- Applicants must demonstrate through their CV and first stage interview with our recruitment partner that they meet the qualifications, experience, skills and abilities listed above.
- Please be aware that Salix will only accept applications which contain all the requested supporting documentation detailed above, and candidates that do not submit all requested documentation will not be contacted to submit a full application.
- All applicants must have the right to work in the UK and documentation is required to support this.

If you wish to apply for this role please: (if applicable)

1. Send an updated CV and personal statement to John@nobulrs.com.
2. Complete the Equality monitoring form available here: [equality monitoring form equality act compliant 0 2.doc \(live.com\)](#)