

## **Job Description**

### **I. Identification**

<b>Title:</b>	Apprentice Project Officer
<b>Responsible to:</b>	Project Manager – Eamonn Hennessy
<b>Salary:</b>	£22,000.00
<b>Location</b>	Working from home with hot desk facilities available.
<b>Contract Length</b>	4 Years

### **II. Job Purpose**

1. To assist the Project Officer and Project Manager to steer, guide and direct community EV charging and EV innovation projects to ensure successful implementation in line with agreed contractual, technical, time and cost constraints.
2. The projects include a) developing our network of community hosted EV charging sites across the UK, and b) supporting the expansion and innovation of Electric Vehicle Chargepoint Networks through technical management, customer support, and new vehicle-to-everything (V2X) technologies.

### **III. Main Tasks**

1. To take ownership of daily administrative tasks which ensure the smooth operation of the chargepoint network and its stakeholders, including liaising with Chargepoint Champions to maintain the EV network.
2. To assist the project officer and project manager in the daily running of the business and engagement with external stakeholders and project partners.
3. To support the development of innovative new technologies and services.

### **IV. Key Job Activities**

1. To perform daily administrative tasks including monitoring of offline chargepoints, organising meetings of project groups, including attending meetings. These are a mix of virtual meetings (Zoom and Teams) and face to face.
2. To take EV Driver Support calls and enquiries to maintain the Charge My Street network, including liaising with ChargePoint Champions to assist with resets and minor repairs.
3. To support the Charge My Street team with keeping records and databases up to date to ensure compliance with ISO9001 certifications.

4. To manage the host of ChargePoint Champions that support the EV network and liaise with new Champions on how to carry out resets and minor maintenance. This may include travelling to sites to give face-to-face instructions or carrying out site visit reports on an ad-hoc basis.
5. To abide by the objectives and targets of the relevant projects and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.
6. To fulfil personal requirements where appropriate about our policies and procedures, particularly health and safety, equal opportunities, customer care, security, GDPR and work standards.

**Note:** This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, Charge My Street may affect any necessary change in job content.