

## Job Advertisement

**Job title:** Project Assistant – Wind Farm Development

**Salary:** £22,000

**Role description:**

Muirhall Energy is a dynamic and innovative developer of renewable energy based near Carnwath in South Lanarkshire. Continuing to grow our wind farm portfolio and breaking into new markets has opened opportunities to further expand our team.

The Project Assistant role is based within our team of developers whose focus is on the development and delivery of onshore wind farms. This position is likely to suit a graduate wishing to develop their skills and experience in the renewable energy sector and is part of our ongoing Graduate recruitment programme.

**Role responsibilities:**

- To assist in the preparation of technical reports and participate in the presentation of the results of technical studies
- Use available software tools to analyse sites and carry out site surveys to identify the viability for commercial wind/renewable projects
- To support other team members in timely progression of projects to contractual conclusion and planning consent
- Learn to use software, such as WindPro, MapInfo, GIS, to produce maps and plans, photomontages and other map or design based documents to identify or refine sites and in the submission of supporting statements of Environmental Impact Assessments (EIA) for planning applications
- Contribute to preliminary and detailed multidisciplinary technical studies during the prospecting, site assessment, EIA, consenting and design phases of all renewable developments
- Prepare and deliver (at meetings or by e-mail) progress reports for each project managed
- Attend and participate in site and community visits and meetings
- Liaise effectively with team members to ensure the projects are suitably supported
- Support and advise clients during the development and operational phases on matters concerning EIAs, wind assessments, noise restrictions, yield calculations and consents/planning applications
- To provide administrative support including document formatting, dealing with telephone calls, delivering documents, research and any other tasks required to support the team in delivering their projects

**Essential skills:**

- Comfortable working on projects with evolving scopes, in the context of competing priorities
- Capable of developing and building excellent client and community relationships

- UK Driving Licence
- Educated to degree level at 2:1, or above
- Able to write clear, concise and accurate reports and communications in English

**Desirable skills:**

- Strong organisational & interpersonal skills
- Attention to detail
- Ability to flex work practice and demonstrate agile thinking

**Working at Muirhall Energy:**

This is an exciting position that will offer the right person a very challenging and rewarding role. In return you can expect

- Company Pension Scheme
- Competative salary
- Benefits Package
- Inspiring workplace with opportunities for career advancement

**Applications:**

Please complete an application form available on our website:

<https://muirhallenergy.co.uk/recruitment/>

and send with covering letter to:

[info@muirhallenergy.co.uk](mailto:info@muirhallenergy.co.uk)

Please put '**Project Assistant Application**' in the subject box. Receipt of all applications will be acknowledged.

Alternatively, please submit your application form and letter in writing to:

Head of Business Support

Muirhall Energy

Muirhall Farm

Auchengray

Carnwath, ML11 8LL

For further details, please contact Mhairi on 01501 785088

**Closing date: 28<sup>th</sup> February 2020**

Successful applicants will be invited for an informal chat on **10<sup>th</sup> or 11<sup>th</sup> March** to find out a little more about who we are and where we work.

Candidates may then be invited to return for interview on either **18<sup>th</sup> or 19<sup>th</sup> March**.