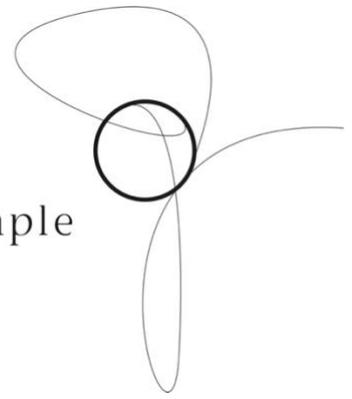




riversimple



Project Coordinator – Circular Revolution

Circular Economy Innovation centre for Wales

Hours: 37.5 hours per week

Location: Llandrindod Wells, Wales

Contract: Fixed Contract until July 2023, with possibility to extend

Salary: £25,000 per annum

Start Date: Immediate

About Riversimple

Riversimple is a car company dedicated “to pursuing, systematically, the elimination of the environmental impact of personal transport”. Based in mid Wales, we are pioneering the next generation of electric cars. The Rasa is an electric car powered by hydrogen. The Rasa has a composite structure, a fuel cell of only 12kW, four in-wheel motors and a bank of supercapacitors, no batteries.



Air quality is acknowledged to be a massive and urgent challenge, and we believe the Rasa is best in class. It emits nothing but pure water vapour and is designed to minimise the particulates from tyres and brakes with its low weight, skinny tyres and highly regenerative braking.

Riversimple is probably the only car manufacturer in the world that hopes never to sell a car. We aim to offer customers vehicles as part of a complete and cost-transparent subscription service, with a single monthly fee that covers the car, the maintenance, insurance and all fuel. Why? Because the fastest way to meet today’s environmental imperatives is to pioneer a new business model that makes efficiency profitable without asking the customer to pay a premium for it.

For more information, please visit our website, www.riversimple.com.

About Circular Revolution

Circular Revolution is an ambitious research and innovation project led by Riversimple in collaboration with Swansea University and the University of Exeter. Supported by European Regional Development Funds (ERDF) through the Welsh European Funding Office (WEFO) the project will deliver activities focused on circular thinking.

The Circular Revolution will be run from a dedicated centre in Riversimple's HQ in Llandrindod Wells and will deliver two programmes of activity. The first is an outreach programme for businesses in West Wales and the Valleys who are keen to engage with more sustainable products, services and business models. Swansea University and the University of Exeter will be supporting them in discovering the latest practices and exploring how to embed circular principles into their business.

The second programme of activity is pioneering research and innovation aimed at tackling the specific challenges businesses face in adopting a sale of service circular model. Six pilot projects will focus on developing procurement, computation systems, and legal frameworks.

Circular Revolution will support Wales to develop sustainability in West Wales and the Valleys and beyond, helping build the Green economy.

Job Purpose

Circular Revolution, which launched in November 2020, is a really exciting project for Wales and beyond - the first innovation centre of its kind to be business-led. We have big plans and lots to organise and coordinate.

The Project Coordinator role will be at the heart of the operation, providing support and assistance to Riversimple, the academics and the collaborating businesses.

Principal Accountabilities

- Lead on the creation and delivery of grant process and administration. Specific training will be provided by WEFO.
- Work closely with Riversimple staff to ensure appropriate gathering, sorting and management of the grant audit trail.
- Oversee the coordination and submission of accurate information for grant claims
- Develop and manage a network of businesses in West Wales and the Valleys to engage with over the outreach work.
- Act as the main point of contact for Circular Revolution, handling and escalating queries and communications as appropriate

- Coordinate the monthly/ quarterly reports, providing input into and sourcing necessary information for WEFO.
- Provide assistance where required on Circular Revolution operational activities

Key skills and experience

- Best in class coordination skills. This role will involve a lot of moving parts and so the successful candidate will be able to sort and manage information appropriately and accurately.
- Good financial understanding, know your way around a spreadsheet.
- Attention to detail in all your work.
- Excellent written, verbal and online communication skills.
- Demonstrable experience of excellent coordination/ administration.
- Passion for sustainability, the environment, and/ or circular economy is critical.
- Professional and mature attitude to business is required.
- Flexible approach to the needs of the project and partners.
- Knowledge of European grants would be advantageous.
- Welsh language skills would be advantageous.

Person Specification

If you are passionate about the environment, interested in supporting welsh businesses and want to make a difference then please do apply.

Riversimple is committed to equality of opportunity - we support and encourage under-represented groups and value diversity. You will need the right to work in the UK.

Application

Please send your CV and a cover letter, detailing how you believe you are the right person for the role, to info@riversimple.com. We will respond to every applicant in due course, but please be patient as we work through the applications.

Application Deadline:

31st January 12pm – Applications will be reviewed on a rolling basis, we therefore strongly encourage applicants to apply early. If we find a suitable candidate before the deadline, we reserve the right to close the job opening early.

Useful sites for further information about the Circular Economy:

<https://www.ellenmacarthurfoundation.org/circular-economy/concept>

<https://www.wrap.org.uk/about-us/about/wrap-and-circular-economy>