# **Job Title:** Junior Project Manager (Retrofit)

**Department/Group:** Operations

**Location**: As per business requirement - Flexible (Office or Field-Based)

**Salary Range:** £35,000.00 – 45,000.00 per annum

**Travel Required:** Yes

**Position Type:** Permanent

**Applications sent to:** recruitment@correctcs.co.uk

**Job Code:**  CCS

**Join CCS & Help Shape the Future of Renewable Energy!**

**Job Purpose**

As a Junior Project Manager, you will support the delivery of retrofit and renewable energy projects in the social housing sector. You will assist in managing site activities, ensuring compliance with PAS2030/2035, and maintaining high standards of client satisfaction, commercial control, and operational efficiency.

**Benefits of Working at CCS:**

* Pension Scheme (Auto-enrolment after probation).
* Option to buy/sell annual leave after probation.
* Professional growth and training opportunities.
* Refer-a-friend bonus scheme.
* 24/7 Employee Assistance Program.

**Key Responsibilities**

* Assist in managing site supervisors and teams to ensure project compliance.
* Collaborate with the Senior Project Manager to develop robust customer experiences.
* Support the implementation of continuous improvement processes.
* Help manage schedules, meetings, and client updates.
* Contribute to commercial reporting, including budgets and forecasting.
* Assist in training and developing team members.
* Monitor project progress, ensuring timely reporting and issue resolution.
* Maintain compliance with contractual and industry standards.

**Skills & Qualifications**

* 1-2 years of experience in project or site management, preferably in the social housing or renewable energy sector.
* Basic knowledge of operational and commercial processes (budgeting, planning, reporting).
* Awareness of PAS2030/2035 and renewable energy systems is desirable.
* IT proficiency, including management systems and customer interfaces.

**Personal Attributes**

* A proactive and collaborative team player.
* Committed to personal and professional development.
* Flexible, adaptable, and open to learning new skills.
* Strong communication and organizational skills.

We are an equal opportunities employer, and we welcome applicants no matter what their ethnicity, gender, sexuality, beliefs or nationality.

**Apply Now and Shape the Future with CCS!**