

Role Profile – The What, The Where, The How

POSITION	Built Environment Project Manager		
TEAM	Development and Sales	LOCATION	Agile working from Office and Home
VERSION	1	LAST UPDATED	June 2025

THE PURPOSE OF THIS ROLE IS TO

Identify funding and lead on delivery and management of innovative built environment projects that align with Coastline's Environmental, Development and Asset Management Strategies. Secure grant funding for asset improvement, sustainability, energy efficiency, biodiversity and community engagement, ensuring measurable environmental and social impact in both existing and new build homes.

Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

- Identifying, scoping, and managing built environment projects across Coastline which strengthen sustainability, waste management, energy reduction, and biodiversity;
- Building and maintaining strong partnerships with local councils, environmental organizations, business and community stakeholders;
- Proactively seeking and securing external funding to jointly work with other departments, businesses, communities, local authorities, climate action groups, and other partners. You'll prepare compelling business cases and funding applications aligned with strategic goals;
- Setting and reviewing ambitious, measurable targets for sustainability, energy use, biodiversity, and community engagement;
- Monitoring and reporting on project outcomes, ensuring alignment with environmental KPIs and regulatory requirements;
- Applying knowledge of building construction, retrofit, and energy systems to identify opportunities for carbon reduction;
- Collaborate with internal teams and external partners to secure funding for insulation upgrades and sustainable heating systems in both corporate buildings and customer homes;
- Sustainably develop land and assets owned by Coastline by forward planning the approach to Biodiversity Net Gain (BNG) across the organisation;
- Working with the Community Investment Team to engage residents in co-designing and maintaining green spaces, creating a sense of ownership and pride;
- Leading the introduction and integration of new technologies and IoT solutions to monitor and reduce energy use in corporate buildings;
- Developing innovative projects to achieve Coastline's environmental goals, including energy reduction, decarbonisation and sustainability initiatives;
- Utilising technical energy reduction projects to identify areas of high energy use within corporate and communal buildings in line with Coastline's Carbon Reduction Plan;

- Creating regular reports for the Senior Leadership Team on activities, and analyse the financial, social, and environmental impacts of new agreements;
- Researching opportunities for environmental impact reductions, and providing sustainability information to support funding bids and tender submissions;
- Working with the Development and Sales Team to develop methodologies to ensure that BNG is created within our new schemes and manage the handover to asset management with clear specification of how these areas will be cost effectively sustained;
- Working with local councils and other strategic groups to seek opportunities to collaborate as part of the implementation of Coastline's Environmental Strategy;
- Working with our Development and Finance teams to ensure that all energy use across the business is reduced and managed so that our ambitious environmental targets can be achieved;
- Managing innovative partnerships across the business and externally, securing external grant funding opportunities, and leveraging technology to monitor and improve assets;
- Working with the Sustainability and Carbon Analyst to collate project management Environmental, Social and Governance information to publish benchmarked performance and benefits of each; and
- Ensuring projects are delivered on time, within budget, and to agreed quality standards.

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who demonstrates behaviours in accordance with Coastline's values to:

- Put our customers first
- Be open, honest and accountable
- Value each other
- Strive to be the best

For some roles we require essential qualifications and skills. Specifically, for this role we are seeking someone with:

- Built Environment, Environmental Science, Sustainability, or related field, or a relevant qualification.
- Developing and delivering energy improvements for domestic or commercial buildings.
- Writing successful funding bids and managing grant compliance
- An innovative mindset with the ability to implement new technologies and practices.
- The ability to complete cost benefit analysis and return on investment of opportunities for procurement activity.
- The ability to anticipate trends, identify opportunities, and implement creative solutions. You must be comfortable using data to inform decisions, track progress, and report outcomes.
- Your own initiative, innovation, resourcefulness, flexibility and a self-motivating approach.
- Access to a car and a full driving licence (or the ability to travel around the region as needed) and a satisfactory basic DBS check.

Some experience in the following would be an advantage:

- Degree level qualification in Built Environment, Environmental Science, Sustainability or related field and membership of relevant professional body
- Project management qualification
- Experience of working in housing, residential development or construction
- Proactive and results-oriented professional with strong analytical and problem-solving skills, capable of working independently and as part of a team, committed to sustainability and continuous improvement
- Proven ability to manage complex, multi-stakeholder projects from concept to completion
- Passionate about improving homes and buildings to reduce environmental impact and energy use
- Experience of successfully delivering projects on time and within budget
- Ability to use IT systems, with some training, to produce reports and datasets

General Obligations - For All Of Us

- Represent the company positively with all external agencies.
- Service and support the company as requested.
- Establish, develop and maintain effective working relationships with all work colleagues.
- Ensure compliance with the company's health and safety policies and procedures.
- Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

Reports directly to Director of Development and Commercial Services.

CONTACTS

Internal

Colleagues, managers, Heads of Service, Executive Team and various committees

External

Suppliers, contractors, customers, neighbourhood groups, consultants



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