Head of Programme Management Office

Salary: Salary dependent on experience + Up to 20% performance bonus

Benefits: Up to 7% matched Pension, private medical insurance, and travel insurance

Hours/days per week: 37.5 hours/5 days

Place of work: Hybrid minimum 3 days in South Oxford office

Reports to: Chief Development Officer

About us

Heat in buildings accounts for more than a third of the UK's total carbon emissions, with more than two million businesses and 24 million homes burning fossil fuels for heating.

To achieve Britain's climate goals, there is an urgent need for a national shift from fossil fuel heating to low-carbon alternatives—and heat networks offer a proven, scalable option.

1Energy is the UK's leading developer of low-carbon, city-heat-networks. Our mission is to decarbonise heat in cities and towns across the UK, accelerating the transition to net zero.

Our heat networks provide the lowest cost, simplest and fastest route to decarbonising heat at scale and a long-term foundation for healthier, greener cities.

In just over three years, 1Energy has grown from a start-up to having over £600m of heat networks in development, with ambitions to deploy £1bn within the next eight years into building new networks.

1Energy is backed by a dedicated fund established by Asper Investment Management, which supports the development, construction and operation of our networks.

Our team are leaders in the heat network industry—having delivered and operated more than 100 district heating projects over the past 15 years.

About the job

1Energy is restructuring to accelerate delivery of its heat network portfolio—six projects spanning pre-financial close through construction—and the Head of PMO is central to making that work. Functional leads supported by Development Managers progress individual projects, the PMO becomes the critical cross-portfolio control function: the single source of truth on programme status, resourcing, risk, and commercial progress across all projects simultaneously.

This is a hands-on leadership role with a clear mandate to establish and enforce portfolio discipline, drawing on recognised project delivery good practice, including the principles set out in the UK Government Functional Standard for Project Delivery, GovS 002, adapted proportionately for 1Energy's scale, commercial environment and heat network portfolio. This includes clear governance, defined accountabilities, proportionate controls, consistent planning and reporting, active risk and issue management, assurance, benefits focus and continuous improvement. You will own the master programme, drive stage-gate control, set consistent project reporting standards, maintain resource visibility, and ensure risks, actions, decisions and governance requirements are actively tracked and escalated. The role gives the CDO and executive team the assurance, commercial insight and operational intelligence they need to make timely decisions.

What you'll do

Portfolio Programme Management
Own and maintain the integrated master programme across all projects, tracking technical, commercial, financial, and legal workstreams in a way that gives clear visibility of interdependencies, critical path, and portfolio-level sequencing. Work directly with Development Managers to ensure project-level programmes are accurate, current, and rolled up meaningfully into the portfolio view.

Resource Planning
Maintain a live view of resource demand across all active projects and development stages. Identify gaps and conflicts, work with functional leads to resolve them, and flag to the CDO where constraints require decisions on prioritisation, external resource, or programme adjustment.

Stage Gate, Approvals, and Grant Funding Sequencing
Own the stage gate process from feasibility through to financial close, ensuring each gate has clear entry and exit criteria, defined decision rights, robust evidence, recorded approvals, and proportionate assurance before projects move to the next stage. This includes the preparation, sequencing, and submission of funding approvals and investment papers.

A particular complexity of this role is the Green Heat Network Fund (GHNF) grant funding held across the portfolio. GHNF spend obligations create a parallel planning constraint—the pace and sequencing of project activity must be optimised not just for commercial and technical readiness, but for grant deployment requirements and compliance milestones. Where GHNF timelines accelerate or constrain a project's

natural rhythm, it falls to the Head of PMO to surface that tension early, propose sequencing solutions, and manage the risk that underspend or programme slippage could jeopardise funding. The role must hold both paths—commercial development logic and grant compliance—in view simultaneously.

Commercial Awareness
Understand the commercial logic of each project well enough to sense-check plans, challenge assumptions, and provide informed input into sequencing decisions. This includes working capital implications of programme timing, milestone-linked funding draws, and the business case for prioritisation trade-offs across the portfolio.

Risk and Reporting
Maintain the portfolio risk register, working with Development Managers to ensure risks are current, mitigations are tracked, and escalations are timely. Produce clear, concise programme reports for the CDO and SLT that use consistent reporting standards, highlight decisions required, track key actions and provide assurance on delivery confidence rather than simply describing status.

Governance and Standards
Establish and maintain consistent project management standards, reporting templates, governance rhythms and decision-making records across the Development team. Own the governance calendar, clarify roles, responsibilities and decision routes, ensure stage-gate requirements are clear and consistently applied, track actions through to completion, and provide assurance that controls are proportionate, effective and operating consistently as the portfolio scales.

What you'll need

- Proven programme management experience across complex, multi-workstream infrastructure or energy projects—ideally from feasibility through to financial close
- Skilled in integrated programme planning using Microsoft Project or equivalent, with the ability to maintain cross-project master programmes, manage resource visibility, monitor progress and support accurate cash forecasting
- Strong commercial acumen: comfortable reading project financials, understanding funding structures, and pressure-testing business cases
- Experience owning stage gate or investment approval processes in a developer or infrastructure business
- Strong understanding of recognised portfolio, programme and project delivery principles, including governance, defined accountabilities, planning and control, risk and issue management, assurance, reporting, resource and capability management, benefits focus and continuous improvement
- Strong IT acumen, including confident use of Microsoft 365 tools and the ability to use SharePoint in a controlled way to support document management, version control, governance records and consistent portfolio reporting
- Ability to manage dual planning constraints, balancing commercial development logic with external compliance or funding timelines simultaneously

- Clear, confident communicator who can present programme status and risk to senior stakeholders without burying the headline
- Analytically sharp, with good instincts for when a programme is genuinely on track versus optimistically reported
- Proactive and self-directed—this role shapes itself as much as it follows a brief

Desirable

- Formal PM qualification (PMP, Prince2, or equivalent)
- Experience in district heating, utilities, or low-carbon infrastructure development
- Familiarity with GHNF or equivalent public grant funding mechanisms—spend conditions, reporting obligations, and the programme discipline required to remain compliant while keeping projects commercially on track

1Energy's team is comprised of head office remote and on-site roles, with our team members based across the UK; for this role, however, occasional travel will be required to meet with customers, stakeholders and colleagues.
All applicants must be eligible to legally work in the UK.

Work with us

If this sounds like you, we'd love to hear from you. Please send us an email with your CV to: info@1energy.uk