

Title: Geo³ Administrator

Geo3 is an exciting new joint venture between Cornish Lithium and Geothermal Engineering Limited ('GEL'). We have received Government funding through the Getting Building Fund to develop a pilot lithium extraction plant at GEL's United Downs Deep Geothermal Project in central Cornwall. The £4m project will employ a team of 10 people, plus consultants and advisors, and we are seeking to appoint an experienced Administrator as part of this new team.

Key Qualities:

We are looking for someone energetic, with the drive and enthusiasm needed to support a busy project team, working to tight deadlines and clear budgets. The ideal candidate will have experience of similar roles in grant-funded project delivery teams.

- Team player
- Highly organised
- Happy to take initiative,
- Excellent written communication skills and telephone manner
- Strong attention to detail
- Good time management skills
- Excellent interpersonal and IT skills (Microsoft Office 365).

Desirable Qualities

- Experience with project stakeholder and community engagement
- Experienced at engaging positively and proactively with the general public: community groups, schools and the wider community
- Interest in renewable energy and Cornwall's move to net zero carbon by 2030

Key Responsibilities:

- Office Management:
 - HR:
 - Responsible for implementing HR management including administrating annual leave, updating employee handbooks, developing and implementing relevant procedures as necessary
 - Liaising with HR consultants on relevant items
 - Assist with generating and updating staff contracts
 - Responsible for ensuring all timesheets are kept up to date and submitted at the end of each month
 - Procedures:
 - Develop and implement procedures for expenses, invoices, POs, HR etc.
 - Office supplies:
 - Stock management
- General administration:
 - Accounting administration as required
 - Assisting with administration of grant applications and claims
 - Track project progression with managers/supervisors
 - Assist bookkeeper with monitoring spend on projects and apply coding systems
 - Database management and data input as necessary
 - Arranging travel for team members

- Some events management may be necessary
- Assist with updating website as required

Other responsibilities:

- Maintaining an up to date register of legal documentation
- Organisation and maintenance of company legal and HR documentation
- Assisting with Company Secretarial duties as necessary

Salary and Hours

This role is full time (37.5 hours per week).

The salary for this role is negotiable based on experience.

Annual leave comprises 25 days' holiday per year, plus Bank Holidays.

More about the project

A pilot-scale lithium extraction plant will be designed, procured and commissioned at the United Downs Deep Geothermal Project site. The pilot plant will then be used to demonstrate that lithium hydroxide, a key component of lithium-ion batteries used in electric vehicles, can be produced in Cornwall from naturally occurring geothermal waters with a net zero carbon footprint. Domestic production of this critical metal is vital for the UK to deliver its zero carbon and clean growth ambitions.

The granite rocks beneath Cornwall are rich in lithium and heat. This demonstration lithium extraction pilot plant will trial environmentally-responsible DLE technology to selectively remove lithium compounds from water extracted by the geothermal powerplant from its 5.2km deep borehole. Once the lithium has been extracted, the water will be reinjected into the rock.

Following on from the success of the work carried out independently by both Cornish Lithium and GEL to date, the co-production of lithium with geothermal heat and power from the same geothermal waters is an exciting opportunity for Cornwall.

For more about the project, please see the company website: www.geocubed.co.uk