

Job Description



Job Title:	Energy Advisor
Location:	Groundwork Offices, Wrexham
Responsible to:	Head of Programmes & Partnerships
Number of hours per week:	37.5 hours
Salary:	£21,660

Purpose of the job

The role of the Energy Advisor is to plan and deliver a wide variety of energy and carbon reduction projects and activities with communities, businesses and individuals across North Wales, coordinating and engaging with more vulnerable groups within communities, including older people and people with disabilities and households experiencing fuel poverty.

This post will report to the Head of Programmes & Partnerships and be part of the Energy Team based in Wrexham.

Summary of Main Responsibilities

Main Duties & Responsibilities

Plan and deliver a wide variety of energy and carbon reduction projects and activities with communities, businesses and individuals across North Wales.

Arrange and carry out home visits to support residents in reducing their carbon emissions and to save money by lowering the level of consumption and cost of energy.

Advocate and liaise for householders with energy companies and the gas and electric network providers to ensure customers receive the best possible deal for their requirements.

Install a range of basic energy efficiency measures during home visits, such as installing energy saving light bulbs, setting the boiler and installing radiator panels.

Provide effective support, both advisory and practical to enable people to make positive changes to their behaviour and to improve the quality of their lives; record actions and highlight the importance of keeping warm to the health and wellbeing of residents.

Assist residents to access other relevant and complementary services and agencies, liaising with other agencies to assist residents to access funding and support to deliver larger energy efficiency measures.

Liaise with residents on a day-to-day basis in a professional and friendly manner and build good working relationships with them.

Book and schedule visits and respond to referrals from funders in a timely manner.

Deliver detailed telephone advice.

Ensure material stock levels are maintained and stock is monitored closely. Including ordering material when necessary.

Undertake monitoring information and reporting requirements as required by the Trust and funders ensuring all the funders' requirements, are delivered on time, within budget and to agreed quality standards.

Run events or energy surgeries to raise awareness of projects in local communities.

Deliver outreach activities to generate referrals e.g. door-knocking, events, road shows etc.

Work with the marketing and development teams to publicise projects and to identify further funding

Undertake administrative duties commensurate with the role.

Share best practice and achievements, and actively seek opportunities to present outcomes and case studies

Other Responsibilities

Work flexibly as part of the team and across teams, including occasional weekend working.

Prioritise workload and show initiative to ensure deadlines are met and tasks are carried out effectively.

Attend and contribute to project and team meetings as required.

Represent the Trust professionally, to internal and external contacts as requiring assisting with the promotion of projects and the broader activities of the Trust.

Ensure all performance measures are accurately recorded, evidenced and submitted to set deadlines.

Ensure compliance with the Trust's Health & Safety Policy and other established policies and procedures, preparing risk assessment and good health and safety management for activities.

Be responsible for any equipment used including cleaning and maintenance.

Any other reasonable duties as may be requested by your line manager.

This is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none">• City and Guilds Energy Awareness or equivalent/similar qualification.• Experience of planning and delivering energy and carbon reduction projects and activities.• Experience and working knowledge in providing advice to homeowners about energy efficiency, reduction of fuel, well-being advice and energy bill swapping.• Experience of working with people who are isolated, socially excluded or disadvantaged.	<ul style="list-style-type: none">• IOSH Working Safely• Level 3 Award in Education and Training or equivalent• Home maintenance & DIY skills.• First Aid Qualification

	<ul style="list-style-type: none"> • Experience of adhering to safeguarding regulations and implementing safeguarding procedures throughout delivery • Excellent IT Skills. • Understanding of health & safety and its application in work practices. 	
People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Ability to motivate others. • Work with vulnerable individuals in a 1-1 and group setting • Ability to explain and train assistants, trainees, volunteers and work placements in work task and duties. 	
Judgement & Initiative	<ul style="list-style-type: none"> • Ability to work on own initiative and lead and work as part of a team. • Confident, enthusiastic and self-motivated. • Ability to plan and prioritise workload effectively to meet set deadlines. • Good organisational skills • Confident and enthusiastic. 	
Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to communicate effectively with the public and volunteers. • Ability to work with individuals at a variety of levels, internally and externally and in a range of organisations. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh.
Resources	<ul style="list-style-type: none"> • Ability to handle petty cash, obtain quotes and order project materials and services as directed. • Ability to keep accurate project records. • Ability to record and ensure accurate records of expenditure. 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. • Ability to maintain confidentiality as required. 	
Other	<ul style="list-style-type: none"> • Ability to demonstrate the qualities • 'Genuine, Reputable, Enterprising, Energising & Needs Driven' in line with • Groundwork North Wales' GREEN values. • Full driving licence. • Appreciation and understanding of Welsh heritage and culture. 	