

Community Energy Adviser

Job Description

Southall Community Alliance is a charity that has been working in Southall for over 30 years. We are now looking to recruit an ambitious and energetic Community Energy Adviser to support Southall's economically disadvantaged residents and introduce home energy-saving advice to vulnerable residents.

Southall is home to many diverse communities for whom English is a second language, so the post will involve arranging activities to raise awareness of energy saving measures and improve domestic gas safety.

Part of this role will involve outreach work to connect with isolated residents through shared events and training that helps them deal with cost of living pressures.

This project is funded by Cadent Gas Ltd.

Title: Community Energy Adviser

Salary: £24,000 per annum (FTE salary = £30,000)

Hours : 28 hours per week (4 days per week)

Duration: 18 month fixed term contract

Location : Southall Town Hall, 1 High Street, Southall, UB1 3HA

Holiday entitlement : 20 days per annum

Reports to : SCA Director

Please see SCA website for further details : www.southallcommunityalliance.com

Main Duties

1. Arranging domestic gas safety and home energy advice sessions
2. Deliver carbon monoxide awareness outreach sessions with community groups
3. Developing and updating web portal with energy efficiency and gas safety advice and co-ordinating with other provision
4. Arrange 'energy zones' connecting residents at large faith events with energy efficiency information and signposting
5. Arranging community activities that promote social interaction and energy saving advice

6. To arrange healthy cooking and slow cooking classes for low income residents
7. Establish and service a network of community groups able to help families facing energy crisis and energy related issues
8. Gather monitoring data and produce progress reports and work summaries
9. Recruit and train volunteers to assist with project delivery
10. To attend meetings and prepare agendas, minutes and other relevant materials
11. Attend training courses and sessions as may be required
12. To carry out other duties as may be assigned by the Director, from time to time

Person Specification

1. Have at least one years experience of working with organisations and people from Black & Minority Ethnic (BAME) communities
2. Understand how to engage a diverse range of residents and stakeholders
3. Showing empathy with and experience of working with diverse and deprived communities to tackle financial barriers and challenges
4. Experience of customer facing roles and delivering community events and outreach activities to BAME organisations
5. Experience of arranging and delivering training for organisations
6. Ability to recruit, train and supervise volunteers
7. Proficient in the use of Microsoft Office package Word, Excel, Power Point and Outlook
8. Understanding of GDPR and other regulatory compliance issues that affect data management and utilisation.
9. Must have excellent interpersonal and communication skills
10. Experience of producing publicity materials.
11. Experience writing content for websites, reports, newsletters and social media platforms.
12. Experience of securing funding and resources to support operational delivery.
13. Ability to work independently with excellent organisational skills
14. Knowledge of a community language would be desirable