

Job description

Community Retrofit Project Officer

Main purpose

The main purpose of this role will be to provide clear, accurate and helpful retrofit and other related technical guidance in areas such as carbon footprinting, building energy performance and renewable energy options to local and community organisations in order to help them tackle the climate emergency.

Specific responsibilities

As a Community Retrofit Project Officer, you'll be responsible for:

- Delivering training to local and community stakeholders on topics such as carbon literacy, retrofit, renewables and energy efficiency.
- Developing and strengthening tools, guidance and other materials for community organisations that help to increase their ability to deliver beneficial local retrofit initiatives.
- Undertaking basic retrofit assessments of domestic and non-domestic buildings and providing useful guidance and recommendations on potential improvements.
- Providing carbon auditing, and recommendations for decarbonisation plans for community businesses.
- Supporting community organisations to design and deliver capital investment projects, develop funding bids, business cases and project delivery plans.
- Supporting community organisations to plan and deliver wider community engagement processes that help to foster leadership, consent and action.
- Facilitating learning, networking, and sharing between local and community organisations, staff and volunteers.
- Supporting CSE's fundraising activities and the development of new models and approaches for the provision of retrofit activities and services at the local and community scale.
- Providing administrative support for timely delivery of project activities, accurate record keeping and robust reporting.
- Championing to key stakeholders (such as local authorities and funders) the importance of community engagement and the roles which local and community organisation can play in catalysing and enabling the decarbonisation of local homes and community buildings.
- Fostering collaboration and deepening relationships with partner organisations who are active and interested in supporting similar areas of work.

Place of work and other requirements

- This post is subject to a DBS check as the post holder will likely come into contact with vulnerable adults and children.

Person specification

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • O' Level/GCSE maths, science and English. • Relevant vocational or degree level qualification or equivalent experience. 	<ul style="list-style-type: none"> • Evidence of ongoing learning and/ or professional development. • Building energy assessment qualifications, or similar. • Full, clean driving licence.
Experience	<p>It is essential that you have some experience of assessing technical options for improving the energy performance of buildings. This could include:</p> <ul style="list-style-type: none"> • Repair, Maintenance and Home improvement sector (i.e., managing building projects or directly managing your own home retrofit). • Experience of working on heritage/traditional buildings. • Experience of working on community (non-domestic) buildings. • An understanding of the design and construction of both modern and traditional buildings. • Experience of surveying and/or diagnosing defects and damp problems. • Installation of heating or renewable energy technologies. <p>And, that you have experience of:</p> <ul style="list-style-type: none"> • Working on more than one project at once, working to deadlines and being accountable for your time. • Writing technical reports and providing recommendations and guidance to non-expert stakeholders. 	<ul style="list-style-type: none"> • Setting up or delivering community led action. • Organising in person or online events. • Providing training or running participatory workshops. • Supporting people in vulnerable circumstances. • Carrying out building energy audits • Making recommendations for prioritising actions to achieve carbon reduction.
Knowledge	<ul style="list-style-type: none"> • The broad themes driving the sustainable energy, fuel poverty and climate change work of CSE. • The basic principles of building physics (i.e. thermal mass, thermal bridging, moisture transfer, airtightness etc.) and how energy improvements can impact on the way a building functions. 	<ul style="list-style-type: none"> • The impacts of climate change on the built environment and the climate adaptation / nature-based measures that can help to improve the resilience of buildings in a changing climate. • Approaches to community development. • Carbon literacy and basic approaches to carbon assessment, accounting and

	<ul style="list-style-type: none"> • Building services and the challenges of retrofitting buildings. 	<ul style="list-style-type: none"> • monitoring approaches. • The regulatory frameworks & processes relating to building retrofit (e.g. Building Regulations, Building Control).
Key Skills	<ul style="list-style-type: none"> • Organise, process and analyse data and information. • A positive 'can do' approach and flexible attitude to work and project delivery. • Ability to develop fruitful relationships with people – internally and externally. • Excellent written and verbal communication skills, with the ability to apply these appropriately to a wide range of people and to relay and translate technical information for non-technical audiences. • Excellent attention to detail – even when you're working on repetitive administrative tasks or working under pressure. • Self-motivated and able to work independently and with limited supervision. • Impeccable time management skills, including priority setting, multi-tasking and problem-solving. • You recognise the importance of effective administration and coordination to the successful delivery of projects. • Ability to use MS Office applications including Word, Excel and Outlook. 	<ul style="list-style-type: none"> • Ability to plan and deliver effective community engagement processes. • Ability to facilitate in person and online events (e.g., meetings, workshops). • Ability to apply inclusion and diversity tools and practices to improve project delivery. • Develop and adapt efficient administration systems and processes.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm for learning & problem solving. • Humility and the ability to recognise mistakes and discuss them in an open manner. • Empathy and understanding of different stakeholder situations. 	