



South-East Project Development Co-ordinator (Fuel Poverty) - R73

Location: Within Kent or commutable distance

Full Time (37 hours per week) or Part Time Job Share

Fixed Term Contract – 2 years

Job Details

Background information on NEA

National Energy Action (NEA) is the leading national fuel poverty charity.

NEA is the national charity that works to eradicate fuel poverty and campaigns for greater investment in energy efficiency to help those on low incomes or who are vulnerable to stay affordably warm and well. NEA works in partnership with central and local government, energy and water utilities, housing providers, consumer groups and voluntary organisations, to promote energy efficiency with the aim of bringing social, environmental, housing and employment benefits to communities. NEA currently employs over 160 staff at our national headquarters in Newcastle upon Tyne and in regional offices across England, Wales and Northern Ireland.

NEA achieves its objectives through:

- Developing and managing practical projects which demonstrate innovative ways of tackling fuel poverty and bringing the wider benefits of energy efficiency to communities.
- Undertaking research and analysis into the causes and extent of fuel poverty and the policies which address the problem.
- Providing advice and guidance on good practice in delivering energy efficiency services to households.
- Developing national qualifications and managing their implementation to improve the standards of practical work and the quality of energy advice.
- Campaigning to ensure social and environmental objectives are brought together under national energy efficiency programmes.

Please visit our website at www.nea.org.uk to find out more about our work.

NEA's structure

NEA is governed by a Board of Trustees and headed up by its Chief Executive Officer. The Charity comprises five distinct Directorates:

- Policy and Advocacy
- Support Services
- Communities
- Development & Partnerships
- Homes.

NEA – delivering projects and services

NEA seeks to advise and support householders directly via a range of projects delivered by the Directorates of Communities, Development and Partnerships and Homes. These teams deliver a varied programme of work throughout England and Wales and each directorate's broad responsibilities are set out below. Individual projects may have different objectives, but all aim to offer advice and support services directly to householders or to frontline staff working with vulnerable and fuel poor householders. We deliver accredited training courses, income maximisation, energy efficiency advice and technical services. Responsibilities of the three directorates are divided as follows:

NEA Practical project Design and Delivery		
Communities	Development and Partnerships	Homes
<ul style="list-style-type: none">• Community Engagement• Consumer household energy advice• Operational Partnerships• Incomes Maximisation and Benefits Advice	<ul style="list-style-type: none">• Training, Skills and Education• Innovation• Quality Assurance and standardisation• Strategic Stakeholder engagement• Engagement with Smart Meter Roll Out	<ul style="list-style-type: none">• Energy efficiency and retrofit• Technical and innovative project development delivery and evaluation.

NEA obtains sponsorship and funding from a range of sources to enable the charity to meet its objectives to work with public, private and community sector partners to develop innovative projects which seek to establish good practice in bringing affordable warmth solutions to low income and vulnerable households. Lessons learned from project delivery are evaluated to inform NEA's policy recommendations to central and local government, consumer bodies or other partners. The Directorates consist of staff with a range of skills, including specialisms in community engagement and partnership development, technical understanding of energy efficiency measures, training delivery and skills development

(including examination and assessment), fuel debt advice and the health impacts of fuel poverty.

About the post

NEA's Project Development Co-ordinators work in a small, friendly, committed and hardworking team, the role provides an exciting and rewarding opportunity to supervise, deliver and lead on our stakeholder and community engagement across a region to support the delivery of NEA's work programme. The role will help deliver projects that can change lives, particularly during the energy crisis. NEA's project work aims to bring improvements to the health and wellbeing of low income and vulnerable householders through one-to-one advice, group awareness sessions, upskilling and sharing of best practice.

Operating across the South-East, based in Kent or with the ability to travel across Kent, the successful candidate will be responsible for the delivery of a range of projects, which will demonstrate good practice in delivery of affordable warmth for low income and vulnerable householders. This will require an understanding of the development of partnership working with local authorities, housing providers, energy sector partners and community sector or health sector agencies.

You will be responsible for overseeing the delivery of project outputs and outcomes, for the delivery of energy and fuel debt advice directly to householders, for the preparation of reports to funders, including collation of evidence of outcomes achieved and for maintaining relationships with a network of stakeholders across a region.

Working with the Project Development Manager, you will identify and develop new programmes of work, including preparation of funding applications, presentation of funding proposals to relevant funding bodies and to ensure effective liaison of NEA's work programme with other activities within NEA.

You will have demonstrable experience of developing and/or managing projects in the fields of energy efficiency, community development and regeneration, housing, social policy or consumer issues.

You will also be an excellent communicator with experience and understanding of how to effectively address the energy needs of low income, vulnerable or disadvantaged householders – with the desire to make a positive difference to people's lives.

Term and Conditions of Employment

Salary: The salary range is **£32,641 – £37,304 per annum**, Scale SO1 – SO2, points 23 – 28. Staff usually commence on the starting point of the scale.

Hours of work: Full or part time hours – full time is 37 hours per week, Monday to Friday on a flexi-time basis.

- Applications are welcome from candidates who may wish to work part time hours as the post may lend itself to job share.

- In the event of work undertaken on evenings or weekends, and which may involve travel away from the office, time off in lieu of payment is given.

Contract:	Fixed Term Contract for 2 years
Holidays:	25 days, plus 3 additional days in the Christmas/New year period, plus all public holidays per annum.
Pensions and other Benefits:	NEA offers a money-purchase, non-contributory pension scheme. 11½% of basic salary will be paid by NEA into the pension. NEA also offers death-in-service cover to state retirement age and enhanced sick pay.
NEA also offers:	Flexible Working, Enhanced Family Friendly payments (e.g., Maternity, Paternity and Adoption Entitlements), Eye Test Payments, Bicycle Loans and an Employee Assistance Programme.
Office:	Home working or office-based locations are available but post-holders must be resident within the UK and be able to prove their right to work in the UK. Post holders must also be willing to travel throughout the UK, including overnight stays as appropriate. Hybrid working is subject to a risk assessment to ensure the working environment is appropriate under health and safety and GDPR requirements.

Interviews

Interviews will be held in the 2 weeks commencing 12 August 2024. Full details will be provided to candidates invited to interview.

We regret that only short-listed candidates will be contacted. If you have not heard from us within 4 weeks of the below closing date, please assume that your application has been unsuccessful.

Application Procedures

Applications should be submitted on an NEA [application form](#). Please quote reference number R73. Use this form to detail why you are interested in the post, your qualifications, experience, and any other relevant information. You might find this [guidance](#) useful

Unfortunately, we are unable to accept CVs.

For an informal chat about this vacancy please contact NEA's Director of Development and Partnerships, Danni Barnes on 07841 489646.

The closing date for applications is 12:00 noon on Monday 29 July 2024.

How to apply - Apply Online by clicking [here](#). If you would like the application form in another format, please email jobs@nea.org.uk

NEA aims to be an equal opportunities employer. We welcome applications from any applicant who has the necessary skills and experience for the post. Charity Registration No. 290511. Company Registration No: 01853927

JOB DESCRIPTION

Post: Project Development Co-ordinator

Responsible to: Project Development Manager

Project responsibilities will be allocated commensurate with the grade of the post holder.

Responsibilities:

- 1 To supervise and deliver the NEA work programmes for which the post holder has responsibility, commensurate with grade, to achieve outputs and outcomes agreed with project funders.
- 2 Liaise with the Programme Director/DCX regarding the allocation of resources for projects.
- 3 To work with the Project Development Manager to identify and develop new programmes of work including preparation of funding applications, presentation of funding proposals to relevant funding bodies and to ensure effective liaison of NEA's work programme with other activities within NEA.
- 4 To liaise with appropriate voluntary, statutory, local authority, private sector, government agencies, fuel utilities and other relevant organisations to secure the effective delivery of projects.
- 5 To maintain appropriate records, statistics and performance data in order to ensure the progress of work towards project targets is monitored and that project outcomes may be fully evaluated.
- 6 To produce regular written reports on project progress and achievements for project funders and for NEA management, including final reports detailing project achievements and outcomes.
- 7 To promote the work of NEA as widely as possible, in accordance with procedures agreed with partners, funders and NEA's Communications & External Relations Directorate.
- 8 To contribute to the development of further programmes of work, commensurate with grade, in liaison with appropriate organisations, and to assist in securing funds for their implementation.

- 9 To represent NEA at appropriate forums and events.
- 10 To contribute to the delivery of other NEA work programmes and Delivery of energy advice and support to fuel poor householders.
- 11 Any other duties as may be agreed from time to time.

GRADE 6 – SO2 (Responsibility level dependent)

V1/Oct 23

PERSON SPECIFICATION

Post: Project Development Co-ordinator

Candidates should meet the following requirements for the post:

Essential Requirements:

- 1 Experience of working on projects in the fields of energy efficiency, community development and regeneration, housing, social policy or consumer issues.
- 2 Awareness of the environmental, social and economic problems of deprived areas and the roles of the public, private and voluntary sectors in tackling them.
- 3 Knowledge of energy efficiency measures and advice available to householders
4. Self-motivation and the ability to work with limited supervision.
- 5 The ability to work with a wide range of people and experience of working with low income and/or other disadvantaged groups.
- 6 Tact and diplomacy when liaising with a wide range of organisations, and ability to gain understanding of local needs and networks.
7. Excellent written and oral communication skills together a reasonable level of numeracy and keyboard skills in word processing.
8. Experience of the provision of advice to low-income households in energy efficiency or related fields.
9. The ability to network and develop strategic partnerships.

Desirable Requirements:

1. Education to a degree level, equivalent qualifications, or relevant experience.
2. Knowledge of energy efficiency, particularly within the domestic sector. Knowledge of energy efficiency within community buildings would also be relevant.
3. Knowledge of grant assistance available for energy efficiency improvements to low-income households.
4. Experience of the preparation and delivery of presentations.

5. Computing skills including word processing, spreadsheets and databases.