

Job Description



Job Title:	Senior Energy & Sustainability Advisor
Location:	Groundwork Offices, Wrexham
Responsible to:	Head of Community Programmes and Partnerships
Responsible for:	Energy Advice Team
Number of hours per week:	Full time - 37.5 hours
Salary:	£26,111 - £28,840 per annum

Purpose of the job

The role of the Senior Energy & Sustainability Advisor will lead delivery on a wide variety of energy and carbon reduction programmes and activities with communities, businesses and individuals across North Wales, coordinating and engaging with more vulnerable groups within communities, including older people, people with disabilities and households experiencing fuel poverty.

The role will also be required to lead the work to achieve the renewal of the Green Dragon standard and lead the organisations development and delivery of our Carbon Reduction Plan.

This post will report direct to the Head of Community Programmes & Partnerships and will lead a small domestic energy advice team in Wrexham.

Summary of Main Responsibilities

Main Duties & Responsibilities

- Plan and lead-deliver a wide variety of energy and carbon reduction projects and activities with communities, businesses, and individuals across North Wales.
- Plan and support the Energy Advice Team to deliver our service in line with all funder and contract requirements, ensuring quality of support, time management and report requirements are all completed in appropriate time aligned with all requirements.
- Identify training needs within the Energy Advice Team and ensure compliancy on all guidance and advice we advocate to customers.
- Manage and monitor the Energy Advice Team through performance monitoring and monthly review.
- Using a standard Groundwork Federation GHG Inventory Tool for emission reporting develop, deliver and monitor our annual carbon reduction plan, working with business managers to ensure data is recoded correctly and improvements to our carbon footprint are made.
- Facilitate the renewal of the Green Dragon accreditation, implementing and managing our internal environment systems and processes up to a level 3 standard.

General Duties for Delivery Team including Lead role:

- 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 gas and electric network providers to ensure customers receive the best possible deal for their requirements.
- Work with referral partners to identify vulnerable households, and evidence eligibility to provide support with energy advice and administer emergency fuel vouchers.
- 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 either face to face or through the provision of telephone advice.
- Oversee the booking and scheduling of visits and respond to referrals from funders in a timely manner.
- Oversee the ordering of stock, ensuring stock levels are maintained and stock is monitored closely.
- 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 Energy Advice Team and across other 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.
- Contribute to the business development of the Energy Business Area by identifying needs within the sector and collecting evaluation evidence and factual data that back up any development of new bids and tenders.
- Represent the Trust professionally to internal and external contacts, 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. • 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. 	<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 • Experience of supervising and leading on project delivery
People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Ability to motivate others. • Ability to 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 	
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. 	