**Job Description**

**Job title:** Energy Advisor

**Salary:** £27,000 (before pro-rata**)**

**Contract:** 12-month fixed term contract, with option to extended dependent on funding.

**Hours of Work:** 0.8 fte (30 hours per week – ideally Monday - Thursday)

**Reports to:** Head of Programmes

**Supervises:** Associatesand Volunteers

**Financial Responsibilities:** Overall project budgets of 10-25k, delegated limits up to £300.

**Main purpose of the job**

We are looking for a motivated individual to deliver and develop our energy project across the City over the next twelve months. This will include:

* **Providing domestic energy advice to individuals**
* **Managing our energy projects**

Success will look like increasing the number of individuals experiencing warmer and more comfortable homes, reduced costs and carbon emissions, and better health. Also building our organisational capacity to deliver energy advice in the future.

**Key responsibilities**

**Providing domestic energy advice to individuals**

* Providing in depth energy advice to individuals and households.
* Developing and running energy cafes across the city for drop in advice and light touch intervention.
* Delivering themed online energy workshop sessions offering advice and guidance.
* Supporting communities with energy saving advice for homes online, via telephone or face to face.

**Managing our energy projects**

* Working as part of a consortium and attending regular consortium meetings.
* Assisting with administrative functions, monitoring, documenting, and telling the story of the impact of our energy projects, such as Brum Energy or Footsteps Energy Audits for Places of Worship.
* Identifying other funding and impact opportunities to develop our energy advice activities.

In addition, there will be opportunities to support the existing team in their delivery of other sustainability advice services and incorporating energy advice within them.

**The following responsibilities are expected of all staff:**

* **Committed to people centred solutions** – recognise barriers and understand that one approach will not fit all. Working with communities, to build solutions that help each individual on the first steps of their sustainability journey.
* **Ready to listen and learn** – transparent and empathetic when sharing our experiences and create a welcoming space for others to share theirs. Always aim to apply our learning to improve how we work. This includes a commitment to equal opportunities, diversity and inclusion in our operations and delivery.
* **Professional in our approach** – use evidence, tools, and training, to develop our knowledge needed to maximise our organisation’s environmental, social, and economic impact. This includes a commitment to understanding how to use our organisational systems that are required for your role, such as electronic communication and storage, data handling, project and budget management, HR system, Office and Garden systems, Health and Safety and Safeguarding.

**Any special conditions**

* This role is flexible. It is based at our office in Northfield; however, we do allow some home-working to meet operational needs. The expectation of this role would be at least 1-2 days in the office, and the rest at external meetings or working from home.
* This role will require travel across the Birmingham area, often carrying material for events, therefore access to your own transport is required. (Travel costs will be reimbursed)
* This post may occasionally require flexibility to work unsociable hours on weekends and evenings. (Estimated at 10 evenings and 5 days on a weekend over the year)
* This role will occasionally involve helping the team with events involving children and vulnerable adults we work with; therefore, we will require a successful DBS (Disclosure and Barring Service) check.
* Along with the main duties you will also be expected to carry out any other duties reasonably asked of you.
* This job description is for the stated hours. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. Manager and employee carry out the review process jointly and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description after consultation with you.

Application Process

Please complete and return the application form and equalities monitoring form to [anne@ecobirmingham.com](mailto:anne@ecobirmingham.com) (preferred) or by post to Anne Dasgupta, ecobirmingham, 53 Church Rd, Northfield, Birmingham. B31 2LB. Closing date for applications is Friday 16th February 2024, 5pm.

**Person Specification**

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| **Qualifications** |  |
| Level 3 Energy Awareness/Advice qualification | Desirable |
| Membership of relevant professional bodies | Desirable |
| **Skills and Abilities (Related to Role)** |  |
| Methodical planning and organisational skills for managing own , and multiple priorities (managing projects) | Essential |
| Ability to work flexibly to meet the evolving needs of the project and organisation. (managing projects) | Essential |
| Excellent communication and interpersonal skills (All) | Essential |
| Able to collaborate as a team as well as motivated to work on your own (All) | Essential |
| IT literate with working knowledge of MS software packages, and use of online platforms to run events and provide advice (energy advice and managing projects) | Essential |
| Speaks community languages, urdu, punjabi, arabic or other (energy advice) | Desirable |
| Ability to identify new opportunities for funding and impact (managing projects) | Desirable |
| **Experience and Knowledge (Related to Role)** |  |
| Experience of giving advice and guidance in energy, fuel poverty, welfare, or money/debt advice (energy advice) | Essential |
| Understanding of the issues involved in supporting and interviewing vulnerable clients in relation to fuel poverty and associated issues. (energy advice) | Essential |
| Experience of engaging with diverse communities (energy advice) | Essential |
| Experience of working to meet deadlines and achieving project outcomes, including impact recording and reporting (managing projects) | Essential |
| Knowledge of the following: the charitable sector, Birmingham, or Sustainability (All) | Desirable |
| Experience of working in a small (10 part-time staff or less), team or not-for profit or voluntary sector organization (All) | Desirable |
| **Other requirements (for all roles)** |  |
| Ability to demonstrate an understanding of and commitment to our organisational values of being:   * Committed to people centred solutions * Ready to listen and learn – commitment to equal opportunities, diversity and inclusion in our operations and delivery. * Professional – use of organisational systems | Essential |