



EUROPE & SCOTLAND  
European Social Fund  
Investing in a Smart, Sustainable and Inclusive Future

## South West Govanhill Raising and Meeting Aspirations

### Energy officer – part time (22 hours per week)

#### Job description

**Project aims:** To reduce the energy consumption across Govanhill, by working with residents.

The project will provide impartial advice on energy efficiency, fuel bills and fuel poverty. Residents will be supported to take achievable actions following face to face audits in their homes.

**Reporting to:** Senior energy officer

**Responsible for:** Supporting the senior energy officer with the delivery of the home energy auditing programme. Support the South Seeds team to engage residents on energy issues.

**Main relationships:** Residents, Govanhill Community Development Trust, energy suppliers' complaint teams, Warmworks, Home Energy Scotland and Govanhill Housing Association welfare rights team.

**Funded by:** Aspiring Communities Fund with support from the European Social Fund.

#### Scope of the job

- Reports to senior energy officer
- Promote South Seeds energy demand reduction measures
- Maintain integrity of home energy audit programme
- Organise and participate in community engagement opportunities
- Develop and maintain relationships with delivery partners
- Carry out data collection for evaluation and monitoring of all visits

#### Duties and key responsibilities

- Promote the energy audit service through co-organising and delivering a programme of regular engagement opportunities such as: meetings and events for residents and stakeholders in the area
- Undertake energy audits in residents' homes and provide energy advice including a bespoke written report for each visit
- Maintain relationships with delivery partners, so timelines are met
- Maintain relationships with clients and help them with the implementation of any energy saving measures
- Keep up to date with the energy saving support available, the eligibility criteria of energy efficiency schemes and fuel poverty payments
- Produce factsheets, films and promotional material where necessary

## Personal training and development

- Undertake appropriate training where necessary

Person specification		
	Essential Requirements	Desirable Requirements
<b>Professional / Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or with appropriate/relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• The possession of City and Guild qualification in Energy Awareness</li> <li>• The possession of City and Guild qualification Renewable energy in the home</li> </ul>
<b>Relevant work /other experience</b>	<ul style="list-style-type: none"> <li>• Experience of a range of approaches to engage the wider community</li> <li>• Experience in working with the public and community organisations to achieve outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of installation of energy efficiency measures in homes</li> <li>• Understanding of how to work with and manage volunteers</li> <li>• Experience of delivering a service in people's homes</li> </ul>
<b>Particular Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to conduct research and write clear, concise and accurate reports</li> <li>• Ability to communicate effectively with members of the public</li> <li>• Ability to conduct home visits and give appropriate thought out advice to individuals in their home environments</li> <li>• Excellent interpersonal skills to enable effective working in a diverse community</li> <li>• Ability to negotiate with individuals, organisations and local government officials to secure objectives</li> <li>• Ability to work with minimum supervision, to prioritise effectively and to meet tight deadlines</li> <li>• Ability to use all components of the Microsoft Office package</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of networking with agencies and other public bodies</li> <li>• An understanding of the principles of carbon reduction through energy efficiency measures</li> <li>• Basic understanding of renewable energy</li> <li>• Basic understanding of renewable heat</li> <li>• Promotional and media skills</li> <li>• Experience in organising and addressing public meetings</li> <li>• Organising, facilitating and managing events</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to foster a "can do" culture by actively seeking solutions to problems</li> <li>• Flexibility, enthusiasm and the ability to work as part of a small team</li> <li>• Ability to form productive working relationships with a wide variety of people from different organisations</li> <li>• Excellent verbal and written skills</li> </ul>	<ul style="list-style-type: none"> <li>• Self motivation</li> <li>• Innovative skills</li> <li>• Charisma and dynamic personality</li> <li>• Ability to motivate others</li> </ul>

<b>Any additional job related requirements</b>	<ul style="list-style-type: none"> <li>• Personal commitment to the principles of sustainable development</li> <li>• Willingness to undertake occasional evening and weekend work</li> <li>• Willingness to undertake an Enhanced Disclosure check or join the PVG scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with the local area</li> </ul>
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*Full time hours are 37 per week. Your salary will be £24,000 per annum pro rata. You will work 22 hours a week over at least three days. South Seeds offer an employer's contribution to a personal pension scheme, of 5% of annual salary. You will be entitled to 34 days holiday per year (pro rata), this includes bank holidays. South Seeds encourages flexible working, and in return expects an ability to work occasional evening and weekend hours.*

*The contract will run until 31<sup>st</sup> March 2019 and may be extended if further funding is secured. Your place of work will be the South Seeds office, on Victoria Road (Glasgow) although you will hold sessions at the Govanhill Community Development Trust shop on Allison Street and at other places around the area. South Seeds preference is that work is completed at a fixed time each week by agreement in advance.*

### **How to apply**

*Please complete the South Seeds application form available on our website and send it to [lucy@southseeds.org](mailto:lucy@southseeds.org) by 2pm on Friday 16 March 2018. We prefer to receive applications in an electronic format, so we can be assured you know how to use email effectively and the applications can be shared with the interview panel electronically. Please note that the interview panel will only shortlist applications on the information contained within the application form.*

*Interviews are planned for Friday 23 March 2018, and we will endeavour to inform those selected for interview by 6pm on 20 March.*

*If you would like to speak to someone about this post, please call the South Seeds' project manager, Lucy Gillie, on 07790 119021 (available anytime, including evenings and weekends).*

**South Seeds, 514 Victoria Road, Glasgow, G42 8BG.  
T: 0141 636 3959 E: [info@southseeds.org](mailto:info@southseeds.org) [www.southseeds.org](http://www.southseeds.org)**