**ROLE DESCRIPTION**

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| **Job Title** | Energy Trainer |
| **Division** | Charity Services |
| **Department** | Information and Project Development |
| **Location** | Scotland based. Blend of home and office (Edinburgh) working |
| **Geographical focus of role** | Scotland wide |
| Contractual Status of Role: | Fixed term until 31/07/2024, subject to funding |
| Hours | 21 hours per week (part time) |
| Job Title of Manager | Information and Project Development Manager |
| Job Titles and number of any direct reports: | None |
| Salary: | £26,500 pa pro rata |
| Job Purpose: | To develop and deliver online (zoom) and face-to-face energy advice workshops for older people in Scotland and those who support them.  Workshops will promote awareness of issues including:   * Facts and myths about energy efficiency * The health-related impacts of living in a cold home * Specialist support such as the priority services register and warm home discount * New developments including smart meters, scams and fire safety and carbon monoxide regulations * Energy tariff, shopping around and current schemes to promote energy efficient homes * The information and advice available from Age Scotland   Share the administration and delivery of social security online and face-to-face training.  Training corporate partners about the issues people face in later life.  Collect qualitative and quantitative feedback for project evaluation.  Support the development of Age Scotland’s energy related information resources. |
| Main Responsibilities | Develop and deliver energy rights workshops.  Develop new energy advice resources for older people.  Develop effective links and good working relationships with external partnership organisations.  Write content about energy related issues for Age Scotland information publications and website.  Ensure that all relevant information is collected for project evaluation and monitoring, and produce monthly project reports.  Represent Age Scotland at relevant networks and events.  Work with the Policy team on energy related issues as required.  Keep up to date with the energy saving support available and the eligibility for support schemes.  Abide by health and safety guidelines and share responsibility for own safety and that of colleagues. |

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| Experience | An understanding of energy rights and  their impact on older people  Experience of delivering energy advice or training.  Experience of developing and delivering face-to-face training. | Experience in evaluation and monitoring |
| Knowledge | Understanding of the impact of fuel poverty.  Good understanding of social security support for older people in Scotland.  Knowledge of practical and policy issues which affect older people and their carers in Scotland.  Knowledge of safeguarding vulnerable adults. |  |
| Skills | Good working knowledge of Microsoft Office (Word, Excel, Outlook, Power Point), email, the internet, zoom.  Good interpersonal, written and verbal communication skills  Good organisational skills and ability to prioritise work to meet deadlines  A positive attitude and ability to motivate others  A good team player who is also happy to work independently as required | Experience of using Charity Log (or similar) database. |
| Qualifications | Experience of working in an energy advice environment and/or  Degree or professional qualification in a relevant subject/area of expertise | City and Guilds qualification in Energy awareness |
| Additional Requirements | An understanding of and commitment to equal opportunities.  Commitment to working alongside and supporting volunteers.  Willingness to work from the Edinburgh office when required.  Commitment to the aims and vision of Age Scotland and the ability to demonstrate those values in your work.  The role may will require travel throughout Scotland, involving possible overnight stays.  Employees are expected to undertake any and all other reasonable and related tasks allocated by their Line Manager. |  |