

## HeatHack Project Administrator Role Description

- Fixed term work available from June 2022 - 31 July 2023
- Self-employment opportunity to supply approximately 70 hours a month of services paid at £13.50 an hour
- Work from your own location with occasional reimbursed travel from a location in Scotland to Edinburgh/Stirling for project meetings, with the potential for occasional travel elsewhere within Scotland
- Role Purpose: to provide administrative support to a programme that will help churches understand what a net zero future means for their premises.
- Applicants with an interest in community engagement practices, net zero buildings, engineering, data visualisation, or graphic design could by mutual agreement additionally contribute to the programme design.

**Closing date: 25 May 2022 5 pm**

**Interviews will be held 1 June 2022**

**To apply, send your CV and covering letter to [apply@heathack.org](mailto:apply@heathack.org)**

**We welcome all applications – we hire based on merit.**

### Key Tasks

- communicating (mainly by email) with our volunteers and the project beneficiaries
- helping to recruit church groups and engineers to participate in the project
- Organising online events
- coordinating and final compilation of project evaluation
- compiling information for reports to funders as input to project manager's report
- collating project statistics and reports

### Required Experience/Skills

- Experience of Microsoft office software, Word, Powerpoint, Excel, and Forms
- Experience in using co-working or filesharing systems such as Teams/Sharepoint, Google Drive, or Dropbox
- Experience running online meetings using e.g. Teams, Zoom
- Highly organised and able to work independently, using own initiative, to complete tasks without supervision
- Willing to undertake a wide range of tasks

### Desirable Experience/Skills

- Experience of working within grant funded projects and contributing to monitoring and reporting to funders
- Experience of working in a community led project and/or community engagement work
- Familiarity with net zero principles and their impact on the built environment and government green/sustainability initiatives

- Experience in creating, editing, or maintaining a website, for instance, using Wordpress; basic social media skills
- Any of the following:
  - An interest in engineering
  - Data visualisation, for instance, use of PowerBI, Javascript, or Jupyter
  - Graphic design

## Background Information

The Surefoot Effect CIC is a Community Interest Company that helps communities, businesses and governments put sustainability and resilience at the heart of what they do. Our approach encourages people to explore their emotions, motivations and behaviours and to make positive changes for themselves and their communities.

HeatHack is a volunteer group that has been helping churches understand energy efficiency, heating performance, and thermal comfort in their worship spaces and halls.

For this project, a small team of people from across Surefoot and HeatHack will be working together to deliver a programme that will help churches across Scotland understand what a net zero future means for their premises. The programme combines some technical learning and engineering investigation of the premises and its heating and ventilation systems with Surefoot's hallmark approach, and consists of four small group sessions followed by a public activity for the wider community. Each week, the groups will read material that introduces some basic concepts, hold discussions that explore what's right for their community and their buildings, and carry out an exercise that will build up a profile that they can use to discuss their aspirations for the future with professionals and the wider community. The groups will be aided by devices that capture temperature data from their buildings. The project will deliver the programme to 40 small groups involved in running church premises from across Scotland and produce open content materials for use more widely.

For informal discussion of the role, contact [apply@heathack.org](mailto:apply@heathack.org).

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