

St Andrews Environmental Network

Energy Advisor – 1 full-time post available



St Andrews Environmental Network (StAndEN) is a community-led charity and development trust, working within St Andrews to educate and engage local residents about the environment & climate emergency.

Our goal is to bring together the community, businesses, and town stakeholders to work towards a more sustainable St Andrews.

Included in this pack is the key information relating to the Energy Advisor vacancy:

- Job description
- Person Specification
- For more information about St Andrews Environmental Network visit:
<https://www.standrewsenvironmental.org/>

The closing date for this post is:

Friday 1st July 2022 at 5pm

Interviews are scheduled to take place the following week

If you have any queries regarding this vacancy, please contact Jane Kell via email:
jane@standrewsenvironmental.org

JOB DESCRIPTION

Job Title	Energy Advisor
Responsible to	General Manager
Salary	£23,000
Hours of work	37.5 hours per week, Monday – Friday. Will also include occasional weekend & evenings
Location	The Eco Hub, 40 Kinnessburn Road, St Andrews, client’s homes & a hybrid of working from home
Contract	Permanent after completion of 3-month probation
Holiday	28 days

Overall job purpose

We are a partner in the award-winning Cosy Kingdom project which delivers energy & fuel poverty advice services for householders in North East Fife & Glenrothes, making home energy visits, delivering talks and workshops on saving energy and attending events to raise the profile of the project.

Full training will be provided – completion of City & Guilds Energy Awareness course.

Specific Responsibilities

- To carry out home energy audits, offering one-to-one tailored advice, support and information to householders
- Provide telephone advice
- To deliver events, workshops and talks for community group & to the wider public
- Attend local events (within North East Fife & Glenrothes) to promote the project
- To work with the project team to develop activities and resources to raise awareness of home energy use, and to change attitudes and behaviours
- To engage a wide range of people with the project
- To assist in the development and implementation of monitoring and evaluation systems, and carry out follow-up surveys of project participants
- To assist with the completion of project reporting
- To develop a network of contacts, including local community groups, for the project to work with

General responsibilities

- To work as part of the St Andrews Environmental Network team to promote & encourage understanding of environmental issues and Fuel Poverty
- To promote the values of St Andrews Environmental Network when working in the local community
- To engage with members of the public in a positive and constructive way, ensuring that their needs are met
- To provide excellent customer service
- To communicate effectively with the team
- To report on the success of allocated tasks, both verbally and in writing
- To work effectively with other team members (staff & volunteers) to achieve goals
- To work constructively with project partners
- To report on the success of allocated tasks
- To comply fully with the organisation ethos, policies and procedures and relevant legislation
- To attend and contribute to team meetings
- To undertake other duties in line with the job purpose

PERSON SPECIFICATION

Essential/ Desirable Factors for the Post	E	D
1. Qualifications & Experience		
Experience of balancing and prioritising a varied workload	✓	
Experience of working with people from a range of backgrounds		✓
A relevant qualification (in a relevant environmental field, community development and/ or advice)		✓
Experience of advice or support work		✓
Experience of delivering training or workshops		✓
Experience of marketing and promotion		✓
Experience of working in the charity sector		✓
2. Knowledge & skills		
Excellent communication skills and ability to communicate with a broad range of people	✓	
Ability to work well on own initiative and as part of a team	✓	
Flexibility and the ability to adapt according to the needs of the project	✓	
Ability to motivate and encourage others	✓	
A positive, supportive and caring attitude	✓	
Good literacy & numeracy skills	✓	
An interest in social justice and helping people in hardship		✓
Good knowledge of energy and Fuel Poverty issues		✓
Knowledge of monitoring and evaluation		✓
Competent knowledge of Microsoft Office Suite	✓	
3. Other		
Current driving licence	✓	
Ability to travel throughout Fife	✓	
Commitment to being environmentally friendly		✓
Ability to work some evenings and weekends	✓	