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| **Job Description: Affordable Warmth Advisor**Application deadline: 5pm on 26th January 2023Interviews: 1st or 2nd February 2023, virtual by Microsoft Teams Enquiries: please contact rachel@alienergy.org.uk  |
| **Location:** Highland, home based. **Must be located within Highland Council area**. Some travel required, including to ALIenergy headquarters in Oban and around the Highland region.  |
| **Salary:**  £26,822 – £29,634 plus generous pension contribution |
| **Hours:** 35 hours per week, flexible working, 32 days leave per year plus 4 days at Christmas / New Year. Some evening and weekend work may be required occasionally, for which Time Off In Lieu may be taken.  |
| **Reporting to:** ALIenergy Affordable Warmth Team Leader  |
| **Qualifications:** No minimum prescribed but a degree or similar qualification in a fuel poverty / energy / environment related subject, and City and Guilds Energy Awareness course (6281-01), would be an advantage. Training will be provided. |
| **Skills:** Candidates must demonstrate all of the following:* ability to communicate and present clearly, verbally and in writing
* ability to engage and work constructively with a wide range of types of people, including vulnerable individuals
* good team working and cooperative skills, and ability to achieve consensus with others
* good problem solving and multitasking
* a clear understanding of energy efficiency and fuel poverty issues
* self-motivation and ability to work to own initiative, without day to day supervision
* ability to organise and prioritise workload and to complete multiple tasks in a timely and efficient manner
* computer literacy – eg word, excel, powerpoint, client management systems
* a desire to help people and to improve people’s lives.
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| **Experience:** Candidates should be able to demonstrate the following:* awareness and understanding of fuel poverty and energy efficiency issues (essential)
* experience in offering advice and support to vulnerable individuals (essential)
* experience of conducting home advice visits and home energy checks (desirable)
* experience of team working, networking and collaborating with stakeholders (desirable)
* preparation of project plans and reports (desirable)
* experience of using databases and client management systems (desirable)
* experience of working with communities to develop and deliver projects & initiatives (desirable)
* experience of public speaking (desirable)
* experience of working with the media (desirable)
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| **Car Use:** Full driving license required. Car ownership and use is required. T&S costs will be covered. |
| **Main Job Functions and Activities:**1. Providing impartial face-to-face and telephone advice and support to householders on home energy related matters, with a focus on alleviation of fuel poverty.
2. Helping households to access grants and schemes that provide financial help or improve home energy efficiency and assisting them through the process.
3. Conducting home visits, home energy efficiency surveys and preparing reports as part of the assistance provided.
4. Contacting energy suppliers on behalf of vulnerable clients.
5. Attending events on behalf of ALIenergy and engaging with a wide range of stakeholders.

 1. Providing presentations on fuel poverty and affordable warmth to various groups.
2. Upkeeping records of contacts, activities, outcomes and indicators.
3. Helping to prepare reports for stakeholders, directors, funding bodies and project partners.
4. Administrative tasks relevant to the post.
5. Any other relevant tasks as requested by the Team Leader, ALIenergy Manager and Directors.
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| **About ALIenergy (Argyll, Lomond and the Islands Energy Agency)**ALIenergy has been working to promote sustainable energy use, to address fuel poverty and reduce carbon emissions, for over 20 years. Our services are needed now more than ever. The current energy price and cost of living crisis is affecting households in remote, rural and off-gas areas of Scotland particularly seriously. We aim to assist householders to reduce the impact of rising energy costs and increase their resilience to fuel poverty going forward. Our vision is a world where everyone lives sustainably, carbon emissions have been cut to safe levels and no individuals live in fuel poverty without access to affordable energy.For more information about ALIenergy, visit [www.alienergy.org.uk](http://www.alienergy.org.uk) |