



Community Links Scotland

Energy Advisor

12-month Fixed term contract

25-35 hours/week - contracted hours can be flexible

Recruitment Information

March 2023

13th March 2023

Dear Applicant,

Post of Energy Advisor

Thank you for expressing an interest in coming to work with us at Community Links Scotland as an Energy Advisor for our West Dunbartonshire wide project

Within this pack we have provided:

- Background to Community Links Scotland
- Project overview
- Job Description and Person Specification
- Information on the application and selection process
- Overview of terms and conditions

Please return your CV and detailed covering letter to louise@comlinks.org.uk. The closing date for applications is **Monday 3rd April at 12 noon**.

Only those applicants short listed for interview will be contacted. Interviews will be held on Tuesday 18th April.

Best of luck.

Yours sincerely



Stephen Singer
Director

Community Links Scotland

Originally established as 'Community Links West Dunbartonshire' in 2002 we now have over 20 years' experience working with the communities of West Dunbartonshire and as a local community organisation we are committed to the importance of community led activity and support.

We are a small, dynamic, well-rounded and experienced staff team of 6 (4.2 FTE), who share an enthusiasm and commitment towards community regeneration. We primarily work with individuals from fragile deprived communities, those furthest from the job market, delivering projects in partnership with local delivery organisations to support the move into further employment, develop new skills and opportunities, increase their income or sustain their homes. These projects vary from employability and training schemes to uniquely designed projects that seek to support those living chaotic lifestyles. All our projects are different and are responsive to the needs and the demands of the local community. There are two strands to the organisation.

1) We work with communities located within the most deprived areas(SIMD20) across the West of Scotland. This is primarily undertaken through our consultancy work with local community-controlled Housing Associations and community based organisations. In this capacity we work with these organisations and the communities they support to develop ideas, secure funding towards delivery and manage the implementation of these projects.

2) We work in partnership with community groups and community-controlled organisations within our local community of Clydebank, West Dunbartonshire. Within our local community we currently deliver two targeted projects. Our Healthy Pathways programme was developed and has evolved through engagement with our volunteer led Advisory Group and local community partnerships. This programme is a diverse, life-changing, targeted programme that seeks to improve the choices and chances of people who don't traditionally access community services. Our Clydebank Can project is a strategic partnership programme that engages with local community organisations with the aim of creating a more vibrant and economically active Clydebank Town Centre.

Over the last five years, through our targeted programmes, we have supported 365 people, many of whom are isolated as well as suffer from discrimination and prejudice, to develop life skills and opportunities for life chances that might otherwise have been missed, helping people to improve their circumstances.

Through our wider work, over the last five years we have brought in over £7million to the communities we have been supporting and delivered in excess of 50 projects.

www.comlinks.org.uk

Energy Advisor – West Dunbartonshire Wide Project

We have been awarded funding through the National Lottery Communities Fund Cost of Living programme towards this post for a 12-month period.

We are looking for a new team member to establish and lead this programme. This post will support those in fuel crisis and promote resilience against fuel poverty by providing direct practical help to vulnerable households within West Dunbartonshire. This project will offer support to prevent fuel poverty, tackle fuel debt and reduce household energy consumption through better energy usage.

Through the initial one-year project, we aim to:

- Undertake home energy advice visits, targeting 250 households vulnerable to fuel poverty-supporting them to make changes to address the impact energy usage has on real-life effects; improve understanding of energy usage and the impact that small scale behavioural changes can have on reducing energy usage and bills; and assisting them with dispute and/or debt resolution with energy companies. If appropriate energy advice will also be available via telephone and/or online platforms.
- Develop a drop-in Energy Café—held monthly across community venues providing a warm and welcoming space for local people to visit whilst supporting them with free information and advice. Topics covered at the café will be shaped by community demand but may include themes such as: living well in an energy efficient way; understanding energy bills; awareness of the Priority Service Register.

In delivering this project, you will work closely with West Dunbartonshire Council and West Dunbartonshire CAB's Energy programmes and the five local Housing Associations (Knowes, Clydebank, Trafalgar, Dalmuir Park and Dunbritton Housing Associations) to maximise support to local people most in need

The post will be based within Community links Scotland's Clydebank office. Our office is located within the town centre a short walk from local train stations Clydebank and Singer and we have access to a large car park. As an office, we operate a hybrid working policy that is suited to the individual and the projects that they have within the organisation. It is expected that the majority of this programme delivery will be face-to-face.

While this a full-time post (35 hours / week) we understand that not everyone is able to work full-time hours, if you are looking for more flexible working hours and you are interested in the project, please apply. We have scope to make the project part-time for the right candidate.

A basic disclosure will be required for the successful candidate.

Community Links Scotland Job Description

Title:	Energy Advisor
Salary:	£28,000 - £29,500 (pro-rate if applicable)
Hours:	25 - 35 hours per week, Monday -Friday Contracted hours can be flexible, as can days worked.
Accountable to:	In the first instance to the Project Manager and subsequently the Management Board of Community Links Scotland
Duration:	Fixed-term 12 months post

1) Administration

The postholder will be employed by Community Links Scotland Management Board and will be based at its premises at 63 Kilbowie Road, Clydebank. The postholder will also undertake work from local Housing Association offices and their own home.

The post holder will deliver our Energy Advice Project across West Dunbartonshire, with support from Community Links Scotland's Project Manager, who will manage all financial resources and provide direct day-to-day support to the post holder.

Hours of work are Monday to Friday 9.00am to 5.00 pm, flexible working hours will be agreed by arrangement.

The postholder will access 15 public holidays and 25 personal holidays (pro rata, if applicable).

Community Links Scotland will make provision for a pension for the postholder.

2) Job Purpose

To provide direct support to people across West Dunbartonshire that are in fuel crises and to promote resilience against fuel poverty by providing direct practical help and advocacy to vulnerable households. To offer support to prevent fuel poverty, tackle fuel debt and reduce household energy consumption.

3) Main Areas of Responsibility

- Manage the project, ensuring planning, monitoring and implementation are undertaken in line with the project budget and the requirements of the funder(s)
- Provide advice surgeries, within local Housing Association offices, (this will include: Clydebank, Knowes, Dalmuir Park, Trafalgar and Dunbritton Housing Association),

and local community hubs (Including: Centre 81, Skypoint – need to confirm others) offering one-to-one advice, advocacy, support and information to local households.

- Undertake home energy assessments and home visits - supporting households to understand energy usage; make savings to bills, reduce carbon emissions and undertake a series of small practical solutions to reduce energy consumption.
- Deliver monthly energy cafes across community venues. These should include the delivery of a series of environmental workshops for local community groups and project beneficiaries as well as the provision of drop-in support and advice.
- Assist households to better understand and plan their household budgets and identify opportunities for residents to maximise their incomes through a range of cost-saving and behavioural measures.
- Establish a referral system for the project – internal (Housing Association staff); external (local project partners) and direct referrals from households.

4) Monitoring & Evaluation

- Develop and implement a monitoring system in line with funding requirements, to ensure that outcomes achieved are accurately recorded.
- Develop and implement evaluation protocols, ensuring benchmarking and follow up surveys are undertaken across project beneficiaries,
- Establish and maintain project database, for recording engagement, ensuring that it is kept up to date.

5) Reporting and Accountability

- Prepare quarterly reports for Steering group and Management Committees.
- Coordinate quarterly Steering Group meetings, including reports highlighting outputs and outcomes achieved.

6) Administration

- Attend meetings, conferences, seminars, giving presentations, facilitating workshops as required.
- Undertake such training programmes as deemed appropriate to Community Links Scotland and personal development.
- Work in efficient and effective co-ordination and co-operation with colleagues in client organisations and Community Links Scotland and support the principles of equal opportunities.

7) Project Promotion

- In conjunction with project partners, prepare promotional material and distribute across project communities, and on social media.
- engage with local organisations, local community groups and Housing Association staff to promote the project, encourage referrals and enhance partnerships.
- Produce project specific literature to promote the service across the partner Housing Associations – through newsletters, websites and social media.

8) Safeguarding Vulnerable People/Adults at Risk

- To ensure that all aspects of Community Links Scotland's Safeguarding Vulnerable Adults and Children Policy are adhered to.

9) Health and Safety

- Ensure compliance with Community Links Scotland's Health and Safety Policy and Lone Working Policy
- Ensuring regular equipment maintenance assessments with project partners and address issues in a timely manner.
- Carrying out risk assessment prior to every event/workshop to minimise risk of injury

Person Specification

Training and Qualifications	Essential	Desirable
City and Guilds Energy Awareness L3, or equivalent qualification		√
Skills, Knowledge and Abilities		
Up-to-date knowledge and understanding across all areas of advice provision.	√	
Experience in delivering face to face and in-home advice	√	
Experience in providing fuel advocacy support and advice	√	
Understanding of the issues facing deprived communities.	√	
Understanding of the issues facing deprived communities		√
Ability to foster collective working between organisations; building and maintaining relationships with strategic partners and external organisations.	√	
Excellent verbal, written, communication and presentation skills	√	
Good IT skills, experienced in key software packages, database management and social media	√	
Excellent organisational skills and the ability to manage workload, set priorities and meet deadline	√	
Strong interpersonal skills and the ability to deal with a diverse range of people	√	
Ability to deal with information in a confidential manner and respond with sensitivity to the opinions of others	√	
Experience		
An established track record delivering person-centred energy advice and / or advocacy support	√	
Experience of successful project development within the voluntary / social enterprise sector.		√
Project management, including liaising with funders, reporting and budget management	√	
Experience in setting up an energy advice service		√
Experience of managing a small team – staff/ volunteers		√

Experience of working across different sectors and developing links with other agencies	√	
Experience of contributing effectively as a team member	√	
Experience of establishing and using evaluation and monitoring tools and techniques	√	
Delivery of effective marketing and communication to promote the project	√	
Experience of report writing and an ability to maintain records and produce clear written and oral reports	√	
Personal Qualities		
Ability to demonstrate an active commitment towards equal opportunities and anti-discriminatory practice	√	
Ability to think creatively		√
Ability to inspire and motivate others	√	
Personal resilience, self-awareness and willingness to learn and adapt	√	
Other Requirements		
A Disclosure Check will be undertaken for this role – cost will be met by CLS	√	
Ability to work evening and weekends on a flexible basis (with time off in lieu)	√	
Driving License with access to own vehicle		√

Information on the application and selection process

Application Process

If you are interested in applying for our Energy Advisor role, please submit your **CV and a detailed covering letter or e-mail** that clearly outlines why you are applying for the role and how your skills and experience match the person specification.

These should be sent to: Louise Bacon - louise@comlinks.org.uk . Each application will be acknowledged. If you would like an informal chat about the post, please contact Louise on: 0141 952 4382.

Closing date: Monday 3rd April at 12 noon.

Interview date: Tuesday 18th April

Interview

We will notify candidates invited to interview by e-mail.

We are not requesting any presentations as part of the interview. We may issue a short task and will want to have a detailed discussion with you around your experience of delivering an energy advice and advocacy project. We will provide more information about specifics we would like to discuss in your interview notification e-mail.

The remaining questions will be based on your application form and the job description included within this pack to determine suitability for the post.

Energy Advisor – West Dunbartonshire Project Summary of Conditions of Service

Job Title:	Energy Advisor
Salary Scale:	£28,000 - £29,500 (pro-rata if applicable)
Hours of Work:	25 - 35 hours per week, Monday -Friday Contracted hours can be flexible, as can days worked. There may be a requirement to work out with normal office hours
Toil / Time off in Lieu	We have a very flexible working policy and we support staff to manage their work/life balance. All toil accrued should be utilised within a three-month period.
Leave Entitlement:	25 days annual leave 15 days public holiday
Place of Work:	Community Links Scotland Social Economy Centre 63 Kilbowie Road Clydebank G81 1BL Or any other necessary location, including partner Housing Associations offices, local Community Hubs.
Notice Period:	1 months' notice
Salary Payment:	Paid directly on the 28 th of the month by BACS
Pensions Arrangements:	Both Employers' contribution and Employee contribution is 4.7%
Allowances:	Casual car mileage @ £0.45/mile