
Post title: Energy Advisor, Sustainable Selkirk

Responsible to: Project Coordinator

Hours: Full-time (35 hours) on a flexible basis, including some evenings and occasional Saturday work. * We would consider requests to work fewer hours, or to job-share

Salary: £25,500 per annum

Location: Sustainable Selkirk office, 5 Tower Street, Selkirk, TD7 4LR (hybrid - home and office), community locations and people's homes throughout the Scottish Borders. Some local travel will be required to fulfil the needs of the project, using low-carbon sustainable travel where possible.

Contract: Fixed term until 31st March 2026

Purpose: To provide free and impartial energy advice service to tenants and homeowners across the Scottish Borders.

The post will allow 20 days per annum annual leave plus public holidays. Additional leave may be granted to facilitate low carbon holiday travel.

Our Energy Advisors help people save energy, stay warm while spending less on fuel and develop skills and confidence to take more control of their energy use and bills. Our work plays a vital role in supporting people in, or at risk of, fuel poverty and makes an important contribution to tackling carbon emissions and climate change.

Sustainable Selkirk

Sustainable Selkirk is a community-led project delivered by Selkirk Regeneration. Sustainable Selkirk aims to bring the Selkirk community together to take action towards climate change. This role is funded by the Energy Redress Scheme and is targeted at helping energy consumers in vulnerable situations.

This is an exciting time to join Sustainable Selkirk. We plan to grow our team as we expand our activities to meet the needs of our community and tackle the inextricably linked issues of fuel

Sustainable Selkirk is a project by Selkirk Regeneration, Scottish Charity No. SC037397.

poverty and climate change. We are working to make the Scottish Borders a greener, fairer and climate-ready community.

This role will be part of a team of Energy Advisors delivering energy advice across the Scottish Borders. You will provide home energy advice and support to householders through a mix of home visits, appointments and drop-in advice at within our office and at community events. This will include support to help people struggling to heat their homes, advice on reducing energy and tips on making homes more sustainable. You will also refer on to partners and other relevant external agencies for further support. You will deliver events, talks and workshops to raise the profile of the service and educate people on saving energy. Full training will be provided, including City & Guilds Energy Advice.

Specific Responsibilities

- To deliver home visits, appointments and advice sessions, offering one-to-one advice, support and information to householders
- Fitting simple energy-efficiency measures in homes
- Deliver events, workshops and talks for groups, organisations and the wider public
- Attend local events and groups to represent Sustainable Selkirk and promote our activities
- Carry out follow-up surveys and contribute to project reporting

General Responsibilities

- To work as part of the Sustainable Selkirk team to promote and encourage understanding of environmental issues and the climate emergency
- To promote the values of Sustainable Selkirk when working in the local community
- To work effectively with other team members (staff and volunteers) to achieve goals
- To provide excellent customer service
- To develop good relationships with project partners
- To report on the success of allocated tasks, both verbally and in writing
- To comply fully with the organisation's ethos, policies and procedures and relevant legislation
- To attend and contribute to staff and working group meetings
- To undertake other duties in line with the job purpose

Qualifications, skills and experience	Essential	Desirable
Experience working in a related field such as community development, advice or advocacy	X	
Excellent communication and interpersonal skills	X	
Experience in engaging with people from a wide range of backgrounds	X	
Proven ability to plan and prioritise a busy, diverse workload	X	
The ability to work well on own initiative and as part of a team	X	
Excellent literacy, numeracy and IT skills	X	
Evidence of eligibility to work in the UK	X	
Experience of delivering training, workshops and events		X
Experience of simple DIY		X
A relevant qualification		X
Knowledge		
Knowledge of monitoring, evaluation and reporting		X
Understanding of the community and voluntary sector		X
Knowledge of energy, carbon reduction and/or fuel poverty issues		X
Knowledge and awareness of behaviour change approaches		X
Personal qualities		
A positive, supportive and caring attitude	X	
Proactive and self-motivated	X	
Ability to motivate and encourage others	X	
Flexible and adaptable	X	
Ability to work well under pressure	X	
A willingness for continued learning and personal development	X	
Enthusiastic about engaging people to tackle climate change	X	
Interest in social justice and helping people in hardship	X	
Interest in community development and engagement	X	
Additional requirements		
Ability to travel throughout the Scottish Borders to meet the requirements of the role	X	

Application Procedure:

Any enquiries to Angela MacKellar, Project Coordinator, Sustainable Selkirk,
email: angela@sustainableseelkirk.org.uk phone: 07496 997817

To apply, e-mail your completed application form to admin@selkirkregen.com, by 12 noon, Monday 20th May 2024. Early applications welcome.