

Energy Trainer

Role Description

Division:	Charity Services
Department:	Information and Project Development
Location:	Home based in mainland Scotland (north of the central belt), with frequent travel
Geographical focus:	Scotland (north of central belt)
Contractual status:	Fixed term until 31/03/2026, subject to funding
Hours:	21 hours per week (part-time)
Line Manager:	Information Manager
Direct Reports:	None
Salary:	£28,798 pa pro rata Plus tax free home working allowance (currently £78 per quarter)

Job Purpose

Our people are central to our success in delivering services for older people in Scotland. We pride ourselves on having a positive working environment and culture.

As Energy Trainer, you will be involved in developing and delivering online and face-to-face energy and cost of living advice workshops for older people in Scotland, and those who support them. You will represent Age Scotland at community events and conferences, providing information and making referrals to our helpline for tailored advice.

Our workshops and events cover a variety of energy and cost of living related issues, including:

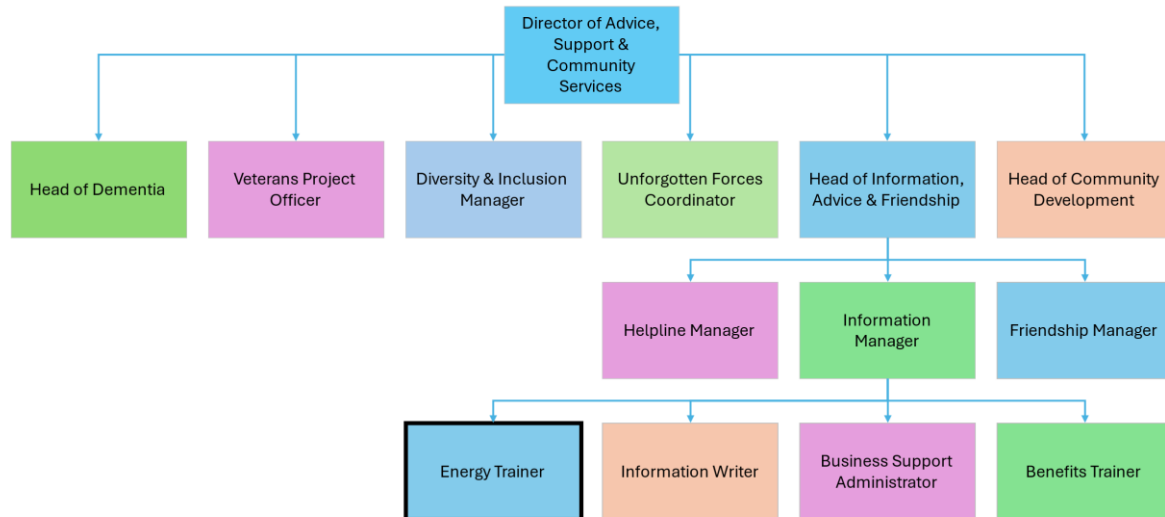
- saving energy and money.
- understanding energy bills and tariffs.
- the health-related impacts of living in a cold home.
- the Priority Services Register.
- fire and carbon monoxide safety.
- smoke and heat alarm regulations.
- financial support including benefits, home energy efficiency grants and schemes, and social tariffs.
- other information, advice and support provided by Age Scotland.

You will play a hand in training staff members and corporate partners about the issues people face in later life, collecting qualitative and quantitative feedback for project evaluation, and supporting the development of Age Scotland's energy and cost of living related information resources.

Energy Trainer

Living our values, you will approach the role with integrity, while involving, inspiring and empowering our teams, so that together we can create better outcomes for older people in Scotland.

Organisational Chart



What you'll do

- Develop and deliver energy and cost of living related workshops.
- Develop effective links and good working relationships with external partnership organisations.
- Work with the Information Writer to keep our energy and cost of living related content up-to-date.
- Ensure that all relevant information is collected for project evaluation and monitoring, and produce monthly project reports.
- Represent Age Scotland at relevant events, network meetings and working groups.
- Work with the policy team on energy related issues as required.
- Keep up to date with the energy saving support available and the eligibility rules for support schemes.
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.

What you'll bring

Knowledge & Experience:

- Understanding of the impact of fuel poverty.
- Knowledge of the financial and practical support available to older people in Scotland.
- Knowledge of practical and policy issues which affect older people and their carers.
- Knowledge of safeguarding vulnerable adults.
- Demonstrable experience of developing and delivering online and face-to-face training.
- Experience of delivering energy (and ideally benefits) advice.

Energy Trainer

- Experience in evaluation and monitoring.
- Experience of working with older people.
- Understanding of sustainable living.
- City and Guilds qualification in Energy awareness (desirable not but essential)

Skills & Qualities:

- Good working knowledge of Microsoft Office (Word, Excel, Outlook, Power Point), email, the internet and Zoom.
- Good interpersonal, written and verbal communication skills.
- Good organisational skills and ability to prioritise work to meet deadlines.
- A positive attitude and ability to motivate others
- A good team player who is also happy to work independently as required.
- Experience of using Charity Log (or other similar database system).

Additional requirements

- A keen interest and proactive approach to your own professional development.
- Integrity and an understanding of confidentiality.
- Adaptability to react to urgent matters as they arise.
- This post will require frequent travel within Scotland and occasional overnight stays. (Expenses will be reimbursed in line with Age Scotland's expenses policy.)
- A full driving license is essential.
- Commitment to the aims and vision of Age Scotland and the ability to demonstrate our values (Empowering, Inspiring, Inclusive & Integrity) in your work.
- Commitment to work alongside and support volunteers.
- An understanding of and commitment to equal opportunities.
- Willingness to work from the Edinburgh Office when required (NB, travel costs from home to the office will not be reimbursed by Age Scotland.)
- Employees are expected to have a suitable homework space with a good broadband connection for occasional home working.
- Employees are expected to undertake any and all other reasonable and related tasks allocated by their Line Manager.
- Employees enrolled in Multi-Factor Authentication (MFA or 2FA) will be expected to install and maintain an app on either their personal or work mobile device.