

JOB DESCRIPTION

POST:	Energy Lead
DIVISION:	Children and Family Services
RESPONSIBLE TO:	Senior Advisor
SALARY:	Starting at £30,602.00 – £35,778.00
Location:	East and West of Scotland x 2 posts

Children First VISION, MISSION and VALUES

A happy, healthy, safe and secure childhood for every child and young person in Scotland.

We work across Scotland to influence society and support communities and families to put children first. By aligning our passion with our purpose and by creating meaningful relationships with those around us we exist to transform the lives of children and young people.

Our core values guide how each one of us works in our individual day to day job:

- Respect - Treating everyone with respect and fairness
- Integrity - Being responsible and accountable
- Participation - Involving others in our work
- Excellence – Striving for the highest possible standards

GENERAL PURPOSE

- To provide relationship based expert energy, and debt advice to families, help families to stay connected keep homes warm and resolve debt and money problems, become more financially resilient and to achieve long-term sustainable outcomes for them and their children. Work as part of the remote National advice team support Supportline in offering advice to parents who are struggling both emotionally and financially.

KEY RESULTS AREAS

- To carry out home energy audits, offering one-to-one tailored advice, support, and information to Families
- Provide telephone advice and support, home visits, and outreach events across Scotland

- To support wider team to deliver a range of face-to-face and remote/digital welfare rights, financial inclusion, income maximisation, debt and energy advice up to and including casework to SNSIAP Type II, Introduce and supporting families for representation and preparation for court/tribunal.
- To offer training to Children 1st staff on energy and supporting families with staying warm and connected
- Support families with energy-saving measures in their homes to help them save energy and reduce their carbon footprint
- To deliver events, workshops and talks for community groups & to the wider public and within local Children 1st hubs
- Attend local events to promote the project and wider charity objectives
- To develop, deploy and manage targeted social media campaigns alongside the senior advisor and comms team
- To work alongside support teams 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
- To contribute to written reports for a variety of partners/funders and to support accreditation in Money Advice.
- To develop a network of contacts, including local community groups, for the project to work with
- To promote a multi-skilled / multi-agency approach in working collaboratively with relevant organisations and partners, Including Home energy Scotland, fuel bank foundation department of work and pensions, HMRC, and as a member of an integrated staff team
- To promote the values and principles of Children 1st in providing support and advice to the most vulnerable families, promoting their full participation and understanding in the services they receive
- To work in partnership with families to address their needs.
- To record, monitor and evaluate information and plan work in accordance with Children 1st policies, procedures, and management systems in line with Scottish National Information and advice standards.
- To work in partnership with staff members and volunteers to assist in the evaluation and continuous improvement of the service.
- To ensure own continuing professional development through the Children 1st appraisal and supervision process.
- This role will cover the east/west of Scotland so will require drivers' licence and access to a vehicle

ADDITIONAL DUTIES

Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be appropriate and compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

ADDITIONAL RESPONSIBILITIES

- To be committed and adhere to Children 1st vision, mission and values.
- To comply with Children 1st Child Protection and Adult Protection policies and procedures and with National Guidance.
- To comply with Children 1st code of conduct (All Children 1st staff) and Codes of Practice for Social Service Workers and Employers (specific to Children and Family Services Divisional staff).
- To actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
- To actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
- To observe all health and safety requirements.
- To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices.
- Work and adhere to the Scottish National information and advice Standards.

PERSON SPECIFICATION

POST: Project Worker (Money Advisor)

AREA	ESSENTIAL	DESIRABLE
Qualifications		• City and Guilds Energy Awareness Level 3 • A relevant qualification (in a relevant environmental field, community development and/or advice)
Experience	• Experience working in a related field (such as community development, ENERGY advice, advocacy, charities) • Experience in delivering energy advice. • Experience of working with people with multiple and complex needs • Experience in preparation and presentation of casework including case recording. • Experience of liaising effectively with partner agencies	• Experience of balancing and prioritizing a varied workload • Experience of advice or support work. • Experience of delivering training or workshops. • Experience of marketing and promotion. • Experience of working in a voluntary organization • Experience of debt solutions and case work
Knowledge	• Good knowledge of energy and fuel poverty issues • A sound working knowledge of social security benefits including UK wide and Scottish specific • Good working knowledge of generalist advice issues including debt, financial issues affecting families.	• Relevant childcare legislation linked to associated welfare benefits • Child development

Skills	• Written and verbal reporting skills • Excellent communication skills • Assessment, monitoring, review and evaluation • Ability to work as part of a team • Inter-agency liaison and communication • Creativity and imagination in response to engaging with families	• Group work, family work, • Delivering training
Other	• Commitment to Children First vision, mission and values • Commitment to and understanding of the principles of participation • Commitment and promotion of equal opportunities and anti-discriminatory practices at work • Awareness of personal responsibility in relation to health and safety • Ability to work flexible hours and remotely as required.	• Driving Licence