



SOUTH EAST LONDON COMMUNITY ENERGY

ECO Project Manager

- £27,000 per annum pro-rata
- 2.5 days per week
- Fixed term contract for 6.5 months from mid-Aug until end Feb (with possible opportunities to extend employment depending on availability of funding)
- Based in Lewisham

To apply please send a CV and a covering letter to Giovanna Speciale giovanna@selce.org.uk. Your covering letter should describe your suitability for the post in terms of the person specification.

Deadline for applications 5pm Wednesday 12th July and interviews on Wednesday 26th July

About the ECO Project

If you have a rare combination of skills, bringing together a sound knowledge of domestic energy efficiency, coupled with the ability to work persuasively with those most at risk of fuel poverty then our new role could be just what you're looking for...

Here at South East London Community Energy (SELCE) we're working on an exciting new project that builds on our creative, innovative work addressing climate change and fuel poverty in practical, tangible ways and you can help shape it. In partnership with Lewisham Council and Retrofit Works – a co-operative of high quality contractors – we're looking to build a sustainable approach to finding those who are most in need of energy efficiency support and linking them in to funding. This pilot will allow partners to pool their knowledge and expertise to innovate a new needs-led approach and you'll be at the heart of this process. If we can show the approach works then we will look to roll it out further, including to other local authority areas.

There's a huge need for this scheme – 1 in 10 of the households in Lewisham are unable to afford to stay warm and well, and you'll be able to make a real difference to their lives. Aging heating systems and poorly insulated homes are a large part of the problem; this scheme will provide funding to improve the energy efficiency of their homes. Unfortunately, many of those at risk of fuel poverty don't know that such financial help exists or may not understand the benefits. You will be responsible for finding those that can benefit and, alongside volunteers, you'll provide people with the information, motivation and support needed to sign up.

As the central point of contact for everyone involved in the scheme you will be well placed to keep it running properly. Monitoring and reporting on the project, ensuring we can see how the scheme is going and feeding in to the evaluation of the project. You'll be supported in this work throughout, working collaboratively with the other project partners, the volunteers you'll help recruit and train, as well as ongoing input from our friendly and knowledgeable team at SELCE.

It's a big and varied challenge and we are keen to find the right person, so if you have any questions or queries about the job, feel free to contact us before the deadline of Wednesday 12th July to find out more contact Giovanna Speciale on 020 8269 4882 or giovanna@selce.org.uk

The role of the ECO Project Manager

- To identify residents eligible for support within the terms of the ECO Affordable Warmth scheme and whose homes require fully funded qualifying measures.
- To inform residents about the opportunities for fully funded energy efficiency improvement, to motivate them to take up the offer and support them through the process of applying for support.
- To conduct home visits to assess the need for qualifying energy efficiency measures and to check household eligibility under the terms of ECO Affordable Warmth or flexible eligibility
- To liaise with Retrofit Works to communicate the nature of works needed
- To liaise with the London Borough of Lewisham to verify the eligibility of clients for fully funded energy efficiency measures
- To analyse data provided by Lewisham Council and Retrofit Works to identify geographical areas where the housing stock has low levels of thermal efficiency and can benefit from measures that can be fully funded, and that have high levels of fuel poverty
- To make phone calls to former SELCE clients to advise them of the opportunities for fully funded energy efficiency measures
- To recruit and lead a team of two volunteers providing door to door advice in identified areas, about energy efficiency generally and this opportunity specifically to arrange training for staff and volunteers involved in fuel poverty alleviation and energy efficiency work within SELCE to enable them to promote the scheme
- To provide overall logistical and financial management of the project
- To liaise with and report outputs of the project on a regular basis to project partners

The ECO Project Manager will be supported by the CEO and the Board of SELCE. We also aim to hold regular meetings that are attended by representatives of Lewisham Council and RetrofitWorks. Please note this role will involve door knocking, inspection of properties and ideally, much of the local travel will be done by bike and would best suit someone able to undertake a reasonably physical role. The role could incorporate flexible working. Some evening work may be required.

Person Specification

Essential

- Excellent interpersonal and verbal communication skills
- Demonstrable success in a sales environment or one where the purpose of advice is to inspire and enable action.
- Experience of working in a supportive way with those at risk of fuel poverty through the provision of energy advice
- Level 3 City and Guilds Award in Energy Awareness or Domestic Energy Assessor qualification, Green Deal Assessor, or Domestic EPC Assessor award or equivalent. Alternatively (or in addition), hands-on experience of assessing the need for domestic energy efficiency measures.
- Experience of financial and logistical project management
- An ability to use Microsoft Office software
- Awareness of data protection requirements

Desirable

- Experience in managing volunteers and supporting their learning

- Experience of assessing and managing risk and of safeguarding
- Experience of working in a multi-stakeholder partnership