



**SOUTH EAST LONDON
COMMUNITY ENERGY**



ECO Project Manager

- £27,000 per annum pro-rata
- Full time (37.5 hours per week)
- Fixed term contract for 5 months from mid Aug until Mid-Jan with the possibility of extension
- Based in SE London Based (Office base is in Greenwich and Wandsworth (Earlsfield) however the post is required to travel to other regions including Lewisham, Bexley, Bromley and Southwark)
- Flexible working arrangements with some evening and weekend work

To apply please send a completed application form to Giovanna Speciale giovanna@selce.org.uk. In the section in which you are asked to describe how you are suitable for the post please address every aspect of the person specification.

Deadline for 5pm Wednesday 8th August. Interviews Wednesday 22nd August

About the ECO Project

Are you passionate about empowering vulnerable people? Do you have demonstrable experience in community outreach, engagement, energy efficiency and working with vulnerable people? Then our new role could be just what you're looking for...

In partnership with Lewisham Council and Retrofit Works, South East London Community Energy (SELCE) are working to combat fuel poverty while addressing climate change. The ECO Project aims to identify hard to reach individuals who are suffering from health, financial and wellbeing issues from living in a cold home, who may not know about the support available to them. This service actively seeks out and offers support to these members of the community, connecting them with financial and advice services in south east London. This multi-sector collaboration maximises the strengths and benefits of each organisation to create a self-sustaining needs-lead approach to tackling fuel poverty.

About the role

As the Project Manager, you will be the technical lead for the Project. This role enables vulnerable residents to receive both financial and advice based support through established funding mechanisms. You will be responsible for conducting home visits to assess the need and eligibility of households who will most benefit for a whole-house retrofit process. Your technical experience will enable you to diagnose energy and thermal efficiency issues and recommend measures which provide the greatest benefit to the household.

Supported by the Outreach Officer and a team of volunteers, you will be responsible for supporting clients through the assessment, application and installation processes. You'll be working, often with some very vulnerable people so the role requires someone empathetic with a high degree of emotional intelligence and personal resilience.

This project has a strong client needs focus, requiring an individual who is flexible and can work in a variety of environments. Your week will be split between working three days a week from the SELCE offices in Greenwich and conducting household visits across south east London. Two days a week

you will be based at the Retrofit Works office in Wandsworth (Earlsfield), and will support our clients by completing EPCs and facilitating the customer's journey through the installation process or support those vulnerable clients that may be receiving assistance.

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 to find out Giovanna Speciale on 020 8269 4882 or giovanna@selce.org.uk

Responsibilities

The responsibilities of the post holder will be to:

- conduct home visits assessing the need and eligibility of households for qualifying energy efficiency measures under the terms of ECO Affordable Warmth or flexible eligibility and other identified grant funding sources
- act as a single point of contact for clients, supporting them through all retrofit processes including the assessment, application and installation processes
- liaise with partners to complete activities such as verifying eligibility of clients for declarations under ECO Affordable Warmth flexibility eligibility criteria, progressing ECO and Warmer Homes applications, communicate vulnerabilities faced by clients.
- conduct EPC assessments
- work with the team to identify geographical areas or individual properties where the housing stock has low levels of thermal efficiency and that have high levels of fuel poverty

Person Specification

Essential

- Formal qualification as a Domestic Energy Assessor
- Experience in undertaking household assessments for EPCs, thermal efficiency, heating and retrofit interventions.
- Experience in completing early stage ECO forms
- High commitment to personal integrity, empathy, respect and sensitivity to different cultures, genders, religions, race, nationalities, abilities and ages.
- Experience working with vulnerable communities to communicate advice on energy, climate change or fuel poverty.
- Flexible and adaptable to a variety of working arrangements with proven experience working in teams, independently and with multiple stakeholders.
- Proficient in the use of IT including significant experience in Microsoft Excel for data collection and statistical analysis.
- An appreciation of legislation relating to general data protection and safeguarding of children and vulnerable adults.
- A willingness and ability to travel across SE London ideally by bicycle or a combination of bike and public transport.

Desirable

- Experience of financial and logistical project management
- A first aid qualification
- An ability to communicate in languages commonly spoken in communities in SE London