



# SOUTH EAST LONDON COMMUNITY ENERGY

Tel: 0204 506 6751  
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www.selce.org.uk

## Assistant Energy Advisor

- £17 per hour
- 3 days a week
- Fixed term contract for 5 - 6 months (with opportunities to extend employment depending on funding availability)
- Based in SE London
- All out of pocket expenses paid

*To apply sent a completed application form and a CV to [Sonia@selce.org.uk](mailto:Sonia@selce.org.uk) by midnight of Tuesday 31<sup>st</sup> of March.*

Here at South East London Community Energy (SELCE) we're recruiting a new team member to build on our creative, award-winning work addressing climate change and fuel poverty in practical, tangible ways.

A key Energy Advisors in our team is visually impaired. Who on his day-to-day supports households that cannot afford to heat their homes. He provides practical guidance and support to low-income households to reduce their fuel bills by accessing discounts or changing behaviour or by fitting small practical energy-saving measures such as low energy light bulbs and draft proofing. He enables householders to access funded home energy improvements such as loft, cavity wall insulation or heating upgrades.

Your role will be to support him in his work, this will entail working in in community settings as well as home visits. The work will include driving to and from venues and to homes using the Selce car (you do not need to have your own vehicle – a vehicle is provided for you). In the home, you will support him to install energy efficiency measures such as draught proofing and low-energy light bulbs.

The main function of the role will be a support one. But optionally and ideally, we would like to support you on a pathway to be an energy advisor yourself. Ideally you would, as part of your employment, undertake a professional qualification in energy advice (City and Guilds Certificate in Energy Awareness (6281-01) funded by Selce. By learning to be an energy advisor you will best be able to support him in his work.

To deliver this role, you will need to have a full clean UK Driving Licence. Ideally, you will have experience of supporting a visually impaired person. Ideally you will have an interest in supporting people on a low income.

If you are practical, passionate about helping vulnerable people, have a can-do attitude along with an interest in energy markets and energy efficiency, get in touch. It's a 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 Sonia Haddad, our Operations Manager [Sonia@selce.org.uk](mailto:Sonia@selce.org.uk).

South East London Community Energy, The Forum at Greenwich, Trafalgar Road, London,  
SE10 9EQ, Registered Society 41317R

## THE ROLE OF THE SUPPORT WORKER/ENERGY ADVISOR

- To drive to home visits and attend the home visit alongside the energy advisor. The energy advisor will be doing 3 – 4 home visits per day all of which will be in Southeast London (Lewisham, Greenwich, Bromley or Bexley).
- During the home visit, you will support the energy advisor to fit energy efficiency measure including draught proofing, radiator reflector panels and LED light bulbs
- To support him to set up and pack down equipment.
- You will drive one of our corporate vehicles: one is an electric car the other a hybrid. You will charge or fuel the car. Pick the energy advisor up at his house and park the car in its regular parking spot in Greenwich.
- You will attend team meetings and training

Optionally, if you would like to train to be an energy advisor alongside supporting an energy advisor you will learn to and with supervision

- Support clients engage in the energy market and identify the best deal
- Support clients to sign up for water and energy discounts
- Assess and advise clients on how to reduce their energy demand
- Assess the need for energy efficiency improvements
- Support clients to apply for funding for home energy efficiency improvements
- Enable clients to cope with energy debt
- Advocate for clients in billing disputes
- Advocate with social or private landlords on behalf of clients where homes fail to meet decent homes standards
- Conduct benefit entitlement checks
- Fit light measures such as draught proofing or LED light bulbs in the homes of clients
- Develop referral relationships community groups that serve those at risk of fuel poverty

## PERSON SPECIFICATION

### Essential

- A full clean UK Driving Licence
- A can-do attitude and proven ability to work independently and in a team
- An interest in energy advice
- An awareness of challenges faced by visually impaired people
- Good communication and customer service skills

### Desirable

- Experience of giving financial capability advice in a community context
- Experience in installation of light measures ideally in the context of home visits to vulnerable clients
- Experience of community outreach
- The ability to speak another language apart from English spoken in the community
- Experience of assessing and managing risk

## ABOUT SELCE

South East London Community Energy works is an award-winning SE London based organisation that exists to promote low carbon just solutions to both climate crises and energy inequalities. Selce promotes community financed renewables, supports residents to increase the energy efficiency of their homes and provides advice and referrals for vulnerable residents at risk of fuel poverty.