

Community Renewable Energy Adviser Job Description

Job Title:	Community Renewable Energy Adviser
Department:	Communities
Location:	Falkland Road, Wallasey
Pay Grade:	£27,043.00
Reporting to:	Head of Communities
Working hours:	35 hours per week: Monday – Friday 9am – 5pm with some weekend / evening work necessary.
Permanent / Fixed term:	Fixed term until 30 June 2029

Job Summary

As part of a multi-partner climate action project, funded by the National Lottery Climate Action Fund, engage & support VCF (Voluntary Community Faith) sector group leads to commit to receiving support to investigate the feasibility of installing energy efficient measures and low carbon energy generation to reduce their buildings energy demand, bills and carbon footprint.

Key Responsibilities and Accountabilities

1. Develop and sustain collaborative relationships with other members of the Team and the Programme partners to ensure a whole Thriving Communities programme approach
2. Engage with Programme partners to ensure people engaged with energy activities are referred in / supported to engage in the full range of Programme activities
3. Develop and sustain supportive relationships with community group / organisational leads and boards
4. Research energy efficiency and renewable energy providers / installers and funding / financing models to support feasibility studies with community organisations / groups
5. Research, plan and develop resources to support community leaders / boards of VCF organisations to explore the feasibility of installing low carbon energy generation and energy efficiency measures
6. Support community / organisations and groups with bid writing / income generation to prepare a business case for funding energy efficient and community renewable energy measures



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7. Work with community organisations to support the development of detailed plans outlining the business case for renewable energy projects to community organisations / groups engaged
8. Plan, develop and deliver briefing sessions with community organisations leaders / board members to enable them to undertake climate action including reducing their energy demand and bills, improving energy efficiency
9. Plan, develop and deliver engaging and informative community events and talks
10. Support the Sustainable Organisations Adviser to research and develop the creation of a new community energy organisation catalysing and supporting local, community energy projects on Wirral into the future.
11. Keep accurate records of activity undertaken and people engaged to contribute to monitoring, evaluation and reporting
12. Other duties as may be commensurate with the role.

General Responsibilities and Accountabilities

1. Establish and maintain effective working relationships.
2. Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.
3. Pursue personal development of skills and knowledge necessary for the effective performance of the role
4. Adhere to all policies and procedures
5. As sensitive personal data of Clients is managed a satisfactory DBS certificate is essential

Key Interfaces

1. Energy Projects Plus Team colleagues
2. Cool Wirral Thriving Communities Programme Manager and partners
3. Community organisations and partners
4. Liaising with internal departments as required

Essential Qualifications /Related

- Minimum Level 4 qualification in non-domestic construction / built environment from a recognised training / education provider



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- Minimum Level 3 qualification in renewable energy from a recognised training / education provider
- Carbon Literacy accreditation – training can be provided
- City and Guilds 6281-01 (Energy Awareness) – training can be provided

Person Specification

Skill	Essential (E) / Desirable (D)
Understanding of, and commitment to, the objectives, vision and values of the Charity	E
Education, experience and skills to be able to undertake the role to a high standard	E
Skills and ability to maintain strategic oversight and community level engagement, sometimes simultaneously	E
Applied knowledge of Net Zero Carbon particularly in relation to reducing energy demands in non-domestic buildings to undertake building eco audits and develop net zero carbon plans.	E
Excellent computer skills, proficiency in Microsoft packages	E
Experience of using CRM systems for case and evidence recording	E
Excellent and effective oral and written communication skills	E
Methodical time and workload management and ability to independently prioritise own workload	E
Enjoy, and have substantial experience of, independent and team working	E
Be willing to travel around the Wirral and beyond	E
Full driving licence	D
Experience of developing and leading community energy events and talks	D
Experience of supporting organisations to fundraise / generate income	D



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Experience of working with / supporting community organisations at lead officer / board level to undertake and sustain climate action	D
Are Carbon Literate (accredited)	D

