

Sustainable Organisations Adviser

Job Description

Job Title:	Sustainable Organisations 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.

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 review their organisational strategies and policies and commit to receiving support to enable them to plan to reduce their energy and resources demand, bills and carbon footprint and implement energy efficient and related measures.

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 to enable them to undertake climate action
4. Research, plan and develop resources to support community leaders / boards of VCF organisations to embed and sustain climate action within their strategies, policies and governance
5. 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
6. Plan, develop and deliver building eco audits with community organisations / groups
7. Plan, develop and deliver training sessions to enable representatives of community organisations to utilise learning and building eco audit information to monitor building energy use, create climate action plans; identify solutions to reduce energy demand, bills and carbon footprints of their buildings
8. Support community / organisations and groups with bid writing / income generation to realise energy efficient and related measures identified and prioritised

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9. Plan, develop and deliver engaging and informative community events and talks
10. Lead on the research, development and creation of Wirral Community Energy - an organisation catalysing and supporting local, community energy projects on Wirral into the future. You will be supported by the Community Renewable Energy Adviser.
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. Thriving Communities Programme Manager and partners
3. Community organisations and partners
4. Liaising with internal departments as required

Essential Qualifications

- Minimum Level 4 qualification / Equivalent experience in non-domestic construction / built environment 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

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Skills and ability to maintain strategic oversight and community level engagement, sometimes simultaneously	E
Experience of working with / supporting community organisations at lead officer / board level to undertake and sustain climate action	E
Experience of developing and delivering engaging community training / education / briefing sessions to equip people with sufficient knowledge to undertake sustainable strategy / policy changes	E
Knowledge & experience of delivering energy advice including energy efficiency measures in non-domestic settings to undertake eco audits	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	E
Full driving licence	D
Experience of supporting organisations to fundraise / generate income	D
Knowledge and experience of advice provision specifically regarding energy efficiency and fuel bill advice.	D
Experience of developing and leading community energy events and talks	D
Are Carbon Literate (accredited)	D