

## VOLUNTEER OPPORTUNITY

### DATA ENTRY

#### Village Heat Decarbonisation Project

There has never been a more important time to get involved in efforts to address climate change!

#### About us

Brighton & Hove Energy Services Co-op is an award-winning co-operative working to address climate change. We are a small team, dedicated to our mission and fun to work with. We are currently working on an exciting project to provide an East Sussex village with renewably-sourced heat which will significantly reduce their carbon emissions and we're looking for an enthusiastic volunteer to help us with the **data entry** for this project.

#### About the work

Can you spare up to **3 days a week** between now and Christmas? The job will involve taking the data and measurements which have been collected onsite by our surveyors and inputting the information into our computer system so that we can perform our analysis.

#### About you

The suitable candidate will have **experience in data entry**, a good level of attention to **detail**, and will be very patient with routine tasks. The candidate must be proficient in Microsoft Office suite of programs. You will be provided with access to a laptop, for use within the BHESCO office, along with **training** on the specific program we use. This is an opportunity to assist with an innovative, interesting and worthwhile project and to get to know more about community energy work and rural decarbonisation.

#### When and where

Our ideal candidate will **start asap** and will be able to give up to 3 full days per week. We work standard **office hours** and can be flexible to suit your other commitments. We are, however, working to a tight deadline and this work is best suited to being done over blocks of consecutive hours, rather than a few hours each day. The office is on the **Old Steine in Brighton**.

#### How to apply

Please contact **Diane Smith**, giving details of relevant experience and your availability. If you have one, please also supply a CV.

Email: [diane@bhesco.co.uk](mailto:diane@bhesco.co.uk)

Tel: 01273 284470

