

## JOB VACANCY

### DOMESTIC ENERGY EFFICIENCY ADVISOR

There has never been a more important time to get involved in addressing climate change and making the supply of energy affordable for all. Are you looking for a job which has a positive impact on people's lives?

BHESCO is an innovative, dynamic, award-winning energy services co-op. We are offering a unique opportunity for the right person to complement our growing team of energetic and socially minded individuals. This role combines work within the local community helping residents to adequately and affordably heat their homes, with tackling the climate crisis. We are looking for a conscientious individual to carry out home visits in the greater Brighton & Hove area, delivering energy-saving advice and installing simple measures to keep the home warmer.

**Indicative Salary:** £24,150 gross per annum, FTE, plus pension contribution and sponsorship to gain professional energy assessor certification. This is a part-time role based on working a 4-day week.

1-year contract, with the possibility to extend.

#### Role Specification:

- Visit people in their homes, assess what energy saving measures are needed and install them. All measures are simple to install and include items such as LEDs, radiator reflector panels and draught-proofing.
- Understand the residents' energy consumption needs and provide energy saving advice, including assisting with tariff switching.
- Signpost clients to agencies for additional assistance.
- Manage your calendar: taking referrals, arranging appointments, allowing appropriate travel time.
- Inventory management: ensure there is sufficient stock of measures for your upcoming visits.



- Administration of client records to ensure they are kept up to date.
- Prepare reports for management and funders to demonstrate KPIs are being met. Participate in meetings to discuss progress and formulate additional solutions where appropriate.
- Work with the team to help BHESCO achieve its mission.

### Person Specification

- You will have experience of carrying out home visits. Ideally, the experience will include working with vulnerable people. A DBS check will be required.
- Knowledge/experience of domestic energy assessments is a plus, but training will be given.
- Knowledge of the energy market and an understanding of the benefits system is a plus.
- Excellent communication skills are essential – both written and verbal.
- Ability to work independently and manage time efficiently.
- At ease using the Microsoft Office suite of programs, including Outlook, Excel and Word.
- A team player who is ready and willing to assist other team members.

BHESCO delivers its services via the use of an electric bicycle and an electric van. However, if you prefer to use your own transport, you will be reimbursed mileage and parking costs.

There is an opportunity for the right candidate to develop this role much further and become a permanent member of the team.

### To Apply

Please send your CV and a Cover Letter giving examples of relevant experience of the points listed in both the Role and Person Specifications.

Send via email to: Diane Smith at [diane@bhesco.co.uk](mailto:diane@bhesco.co.uk)

Closing date for applications: Midnight on Sunday, **21 November 2021**.

