

JOB VACANCY

DOMESTIC ENERGY EFFICIENCY ADVISOR

There has never been a more important time to get involved in addressing climate change and making the cost 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, providing energy-saving advice and installing simple measures to keep homes warmer. You will be responsible for managing the successful delivery of the EnergyWorks program in partnership with Citizens Advice.

Remuneration package: Salary of £24,000 - £25,000 gross per annum, dependent on experience, employer pension contribution, professional training, cycle to work scheme, 28 days holiday and time off over Christmas.

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 and billing disputes.
- 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 and in accordance with our privacy policy.
- Prepare reports for management and funders to demonstrate KPIs are being met.
- Participate in project partnership meetings to discuss progress and formulate additional solutions where appropriate.
- Represent BHESCO on the citywide Fuel Poverty Affordable Warmth Steering Committee.
- 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 experience of handling disputes with energy suppliers are essential.
- An understanding of the benefits system is a plus, along with knowledge of the various advice and support agencies in Brighton & Hove for signposting.
- 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.



Brighton & Hove Energy Services Co-operative Ltd
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As an organisation we are committed to keeping our carbon emissions to an absolute minimum. Whenever possible we get to appointments on foot, by bicycle, electric van or on public transport.

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

Closing date for applications: Midnight on Sunday, **4 August 2024**.



Brighton & Hove Energy Services Co-operative Limited
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