

## JOB DESCRIPTION

<b>JOB TITLE</b>	Assistant Domestic Carbon Reduction Officer
<b>REPORTS TO</b>	Community Development Officer
<b>LOCATION</b>	Working from home and from CAN's base in Pegswood as appropriate within CAN's 'Blended Working' policy and travelling across Northumberland
<b>SALARY</b>	£23,114 (SCP 4)
<b>PENSION</b>	Employer contribution of 6%
<b>ANNUAL LEAVE</b>	Based on 25 days per annum pro rata for hours worked
<b>TERM</b>	Fixed term contract to 28 <sup>th</sup> February 2025.
<b>WORKING HOURS</b>	Full-time (37 hours per week) or job share
<b>ACCOUNTABILITY</b>	To the Community Development Officer (energy & fuel poverty lead)
<b>JOB PURPOSE</b>	
<p>Working with the Domestic Carbon Reduction Officer to:</p> <ul style="list-style-type: none"> <li>• Deliver impartial advice and support to households, individuals and groups in rural Northumberland through the 'Domestic Carbon Reduction in Off-Gas Grid Northumberland' project.</li> <li>• Advise and support off-gas grid households to maximise their energy efficiency and identify the optimal options for transition to non-fossil fuels.</li> <li>• Support households to implement low or zero carbon installations identified through home visits and the advice provided.</li> <li>• Achieve all targets set for the project by February 2025.</li> </ul> <p>Appropriate training will be provided to the postholder.</p>	
<b>MAIN RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>1. Support the work of the Domestic Carbon Reduction Officer in delivering the project.</li> <li>2. Provide face-to-face, telephone and online advice to a wide range of householders across rural Northumberland on the optimal ways to reduce carbon emissions from heating and power in their homes.</li> <li>3. Support households to install solar panels, air source heat pumps and other systems in their homes.</li> <li>4. Promote relevant energy efficiency and renewable energy products through roadshows, online workshops, our Energy Advice in Rural Northumberland website, Warm Hubs, our OilCAN procurement group and other existing channels.</li> <li>5. Attend Warm Hubs and a range of events around the county, providing advice and support to attendees.</li> </ol>	

6. Organise and deliver presentations as part of energy roadshows and other events.
7. Work with CAN's energy team, volunteer Community Energy Agents and others to deliver support as widely as possible.
8. Following completion of appropriate training, carry out EPC and home retrofit assessments and ensure positive links are maintained with relevant officers at Northumberland County Council and other relevant organisations.
9. Provide relevant domestic carbon-reduction training to volunteers.
10. Support the work of the 'Northumberland Off-Grid Task Force' in identifying and supporting households off the electricity grid.
11. Attend team meetings and provide regular reports to the line-manager.
12. Maintain accurate records of all activities, including resulting installations carried out by households, entering all beneficiary details and reports to monitoring systems.
13. Work flexibly – this may include evenings and weekends.
14. Develop and maintain strong, effective relationships with Northumberland County Council, Warm Hubs, other key organisations and groups.

#### **QUALIFICATIONS**

Minimum City and Guilds level 2 Energy related qualification is required for the role. This training will be provided to successful applicants.

EPC and retrofit assessment qualifications are also required for which training will also be provided.

#### **KNOWLEDGE, SKILLS AND EXPERIENCE**

Passionate about supporting households to reduce carbon emissions.

Passion to learn about non-fossil fuel alternatives for home heating and power.

Understanding of the relationship between dwelling type, insulation and appropriate energy and heat sources.

Excellent communication skills in particular verbal communication in person, on the telephone and via online mechanisms.

Ability to communicate effectively with a wide range of customers and partners.

Ability to record data accurately while speaking to a customer.

Strong team player, able to build and maintain excellent working relationships.

Demonstrable interest to work in the field of energy and renewables.

Flexible approach to working, including possible evenings and weekends.

Ability for lone working in remote areas.

Ability to form and maintain appropriate professional relationships with a wide range of organisations and individuals.

Ability to manage own priorities, time and workload to agreed deadlines, budget and quality standards.

Ability to write concise reports, case studies and newsletter articles.

Strong participatory skills.

Self-motivated and able to work under own initiative.

Diplomatic, articulate and enthusiastic.

Good general IT skills (Microsoft Word, Excel, using databases). Excellent online skills including the ability to use Zoom and other teleconferencing packages.

Ability to deliver advice by phone, email as well as face to face.

Appropriate skills to work with diverse communities of place, interest and character.

**OTHER**

Driving Licence	Access to a car for business travel is essential.
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Travel	The willingness and ability to travel across Northumberland is essential.
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Flexible Working	The willingness and ability to work flexibly, including evening and weekend meetings is essential.
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