

## JOB DESCRIPTION

<b>JOB TITLE</b>	Off-grid Energy Adviser
<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>	£33,366 (SCP 23) pro rata
<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 30 <sup>th</sup> June 2027
<b>WORKING HOURS</b>	Full-time / part-time
<b>ACCOUNTABILITY</b>	To the Community Development Officer (Energy & Fuel poverty lead)
<b>JOB PURPOSE</b>	
To support the delivery of the "Powering People" project, aimed at reducing fuel poverty and supporting the transition of Northumberland's off-electricity grid households from fossil fuels to sustainable energy solutions. This includes delivering household energy audits and advice, supporting grid connections and renewable installations, facilitating community energy solutions, and contributing to policy advocacy and knowledge exchange.	
<b>MAIN RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>1. Conduct site visits to verify off-grid households and contribute to the development of a comprehensive household database.</li> <li>2. Deliver energy audits and provide tailored action plans for off-grid households.</li> <li>3. Support households in accessing renewable energy solutions, grid connection quotes, grant applications, and installation processes.</li> <li>4. Refer households to appropriate services including energy debt advice.</li> <li>5. Engage with communities to identify and develop cluster-based energy solutions, including joint procurement, community energy schemes, and feasibility proposals.</li> <li>6. Facilitate and participate in community workshops, consultations, and outreach events.</li> <li>7. Work collaboratively with landowners, developers, and energy providers to identify opportunities for grid expansion and community connection.</li> <li>8. Contribute to the development of practical guidance, FAQs, and case studies for off-grid households and stakeholders.</li> </ol>	

<p>9. Assist in the content development for the NICRE Innovation Portal, including uploading resources, case studies, and community-developed content.</p> <p>10. Participate in meetings of the Northumberland Off Grid Task Force and support its advocacy work.</p> <p>11. Support the coordination and delivery of roadshows, newsletters, and national advocacy events (including a Westminster showcase).</p>
<b>QUALIFICATIONS</b>
Understanding of energy efficiency, renewable energy, and rural fuel poverty, and/or a commitment to undertake training.
<b>KNOWLEDGE, SKILLS AND EXPERIENCE</b>
Passionate about supporting households and communities to reduce energy costs, increase resilience, and lower carbon emissions.
A proactive and solution-focused approach.
Demonstrable interest and experience in the field of energy and renewables.
Experience in community engagement, advice provision, and working with vulnerable households.
Experience with participatory methods and/or community energy planning.
Excellent communication skills to advise and guide community members in adopting energy-saving practices.
Ability to communicate effectively with a wide range of customers and partners with the ability to communicate technical concepts in a simple and clear way.
Knowledge of energy grant funding mechanisms and application processes.
Ability to record data accurately while speaking to a customer.
Strong team player, able to build and maintain excellent working relationships.
Ability to work independently and manage time effectively.
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.
Familiarity with rural development and energy policy issues.
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 Teams, Zoom and other teleconferencing packages and the Get Home Safe app.

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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Training & support	Full training and support will be provided, where necessary, to help you succeed in this role.
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