

## JOB DESCRIPTION

<b>JOB TITLE</b>	Trainee Community Energy Adviser
<b>REPORTS TO</b>	Community Development Officer (energy & fuel poverty lead)
<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>	£26,403 (SCP 7)
<b>PENSION</b>	Employer contribution of 6%
<b>ANNUAL LEAVE</b>	Based on 25 days per annum
<b>TERM</b>	Fixed term contract for 12 months.
<b>WORKING HOURS</b>	Full-time (37 hours per week)
<b>ACCOUNTABILITY</b>	To the Community Development Officer (energy & fuel poverty lead)

### About the role

We're offering a 12-month trainee opportunity to join our community energy team working across Northumberland.

This is a learning role where you will work alongside experienced staff, starting by shadowing them and gradually building confidence in supporting households and communities.

You'll be helping people understand how to make their homes warmer, cheaper to run, and more energy efficient. You'll also learn about modern energy technologies like solar panels and heat pumps, and how households can access grants and funding to improve their homes.

You'll also support work with community buildings such as village halls and help with local events and outreach activities.

Full training, support, and mentoring will be provided throughout.

### What you'll be doing

1. Support the work of the energy & fuel poverty team in delivering a range of projects.
2. Work alongside experienced staff during home visits and community sessions.
3. Support conversations with households about saving energy.
4. Help people understand what funding and grants may be available.
5. Learn about energy efficiency, retrofit, and renewable technologies.
6. Support visits to community buildings (e.g. village halls).
7. Help with community events and engagement activities.
8. Work on local energy projects across Northumberland.

9. Develop the skills to provide face-to-face, telephone and online advice to a range of householders across rural Northumberland on the optimal ways to reduce energy costs and carbon emissions from heat and power in their homes.
10. Following completion of appropriate training, carry out home retrofit assessments and ensure positive links are maintained with relevant partner organisations.
11. Support simple, accurate administration and record keeping.
12. Attend team meetings and provide regular reports to the line-manager.
13. Work flexibly – this may include evenings and weekends.

#### **What you'll get**

- Full training in energy advice and home energy efficiency.
- Qualification training (Level 3 Retrofit Advice or equivalent).
- Real experience working in communities across Northumberland.
- Mentoring and support from experienced staff.
- A chance to learn about a growing area of work focused on energy, homes, and climate.

#### **What we're looking for**

Keen interest in energy and renewable technologies.

Passionate about supporting households in the transition away from fossil fuels for home heating and power.

Good communication skills and willingness to work with people.

A positive attitude and willingness to learn.

Good general IT skills (Microsoft Word, email, simple spreadsheets).

Ability to work as part of a supportive team.

Flexible approach to working, including possible evenings and weekends for community events.

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

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

#### **OTHER**

Driving Licence	Full driving licence and access to a car for business travel is essential.
Travel	The willingness and ability to travel across Northumberland is essential.
Flexible Working	The willingness and ability to work flexibly, including evening and weekend meetings is essential.
DBS	DBS check required.