

**Job Title:** Affordable Warmth Advisor

**Location:** Covering Argyll and the Islands; initially home based due to COVID restrictions; normally either office-based at Oban, or home based in other parts of Argyll and Bute with agreement of Allenergy Manager

**Salary:** Dependent on experience, £21,113 – £25,502

**Hours:** 35 hours per week, flexible working, 32 days leave per year plus 4 days over Christmas and New Year. Some evening and weekend work may be required occasionally, for which Time Off In Lieu can be taken

**Reporting to:** Allenergy Affordable Warmth Team Leader (Monthly Basis), and Allenergy Manager (overall management of project)

**Qualifications:** No minimum prescribed but City & Guilds Energy Awareness, degree or similar qualification in a fuel poverty or energy related subject would be an advantage.

**Skills:** Candidates must demonstrate all of the following:

- ability to communicate clearly verbally and in writing
- ability to work constructively with a wide range of types of people
- good negotiation skills and an ability to achieve consensus with partners
- ability to empathise with different types of people
- good problem solving
- a clear understanding of pertinent fuel poverty issues and a passion for sustainable energy
- ability to work to own initiative, without day to day supervision
- ability to organise and prioritise workloads
- computer literacy – particularly Word, Excel, Powerpoint and Teams

**Experience:** Candidates should be able to demonstrate the following:

- awareness and understanding of fuel poverty issues (essential)
- knowledge of renewable energy and energy efficiency issues (essential)
- experience in offering advice and support and providing advocacy to individuals (desirable)
- experience of conducting home advice visits and home energy checks (desirable)
- experience of partnership working, networking and developing productive relationships with stakeholders (desirable)
- an understanding of benefits systems and related application processes (desirable)
- preparation of project plans and reports (desirable)
- experience of working with communities to development and deliver projects & initiatives (desirable)
- experience of public speaking (desirable)
- experience of working with the media (desirable)

**Car Use:** Full driving license required. Car ownership and use is required; Travel and Subsistence costs will be covered.

**Main Job Functions and Activities:**

The Affordable Warmth Advisor will deliver ALLenergy's Affordable Warmth service, working with ALLenergy's existing staff and a range of partners and stakeholders.

Duties include:

1. Providing face to face advice, support, assistance, coaching and mentoring on income maximisation, energy efficiency, budgeting, tariffs etc to clients identified and referred to ALLenergy, from our range of partner and stakeholder organisations including Council and NHS staff, community organisations and others.
2. Conducting home energy efficiency surveys and preparing energy advice as part of the assistance provided in (1).
3. Contacting energy suppliers on behalf of vulnerable clients and helping them to access appropriate tariffs.
4. Helping households to access schemes (e.g. Warmer Homes Scotland, Home Energy Efficient Scotland Area Based Scheme, appliance schemes etc) that improve home energy efficiency and hand holding them through the process.
5. Developing, promoting and delivering training workshops to health and social care workers on recognising people in fuel poverty and how to help them.
6. Developing, promoting and delivering training workshops to carer and support groups on recognising people in fuel poverty and how to help them.
7. Promoting and supporting networks of trained professionals, support workers, groups and volunteers who can provide initial help to vulnerable people in fuel poverty, refer them for specialist assistance and support them through their journey.
8. Giving talks and training/coaching sessions to target groups to raise awareness of the impact of cold damp homes on their health, how to improve the energy efficiency of their homes and the help that is available to them.
9. Giving general awareness raising talks on fuel poverty and affordable warmth to community groups.
10. Preparing guidance material and information resources for health/social care professionals, individuals and carer groups to use.
11. Helping to prepare reports for the Directors of ALLenergy, funding bodies and project partners.
12. Administrative tasks relevant to the post including the completion Affordable Warmth reporting and recording requirements.
13. Carrying out relevant tasks as requested by the ALLenergy Manager and Directors

For more information about ALLenergy, visit [www.alienergy.org.uk](http://www.alienergy.org.uk)