



Community Energy Plus are recruiting:

Project Coordinator
for the
Cornwall Low Carbon Energy Advice Network

Application Pack

Working in partnership with:

**Cornwall
Climate
Action
Network**



Funded by:





Vacancy: **Cornwall Low Carbon Energy Advice Network – Project Coordinator**

Community Energy Plus (CEP) and the Cornwall Climate Action Network (CCAN) have secured funding through the **Climate Action programme** of the National Lottery Community Fund. The **Cornwall Low Carbon Energy Advice Network** is a four-year project, starting in April 2024, that is designed to provide advice and support for households across Cornwall who want to improve the energy efficiency of their homes.

The project will work with the member groups of the Cornwall Climate Action Network, and other new, emerging climate action and community energy groups assisting them as they work in their communities. Our team of advisers will promote energy efficiency and to assist households in the transition to low-carbon lifestyles and develop local resilience in the face of a rapidly changing climate.

The objectives of the project are to:

1. Demystify the low carbon energy market and technologies.
2. Provide consumers with independent assessments and advice enabling them to make informed choices.
3. Strengthen the knowledge of local climate and community energy activists so that they are more confident in helping their communities understand the challenges of the transition and identify the barriers to action.
4. Help consumers reduce the cost of carbon reductions through access to grants.
5. Build confidence in the new technologies, and help troubleshoot issues as they arise, to avoid negative experiences dissuading others to act.

These objectives will be reached through a variety of outreach activities, working closely with the member groups of the Cornwall Climate Action Network.

The Project Coordinator will support the work of our team of Low Carbon Energy Advisers and will engage with the network of climate action groups to develop a series of outreach events to showcase the team's work.

If you want to work with a team of people committed to making a difference within our communities, and in a supportive working environment, please make contact.

Community Energy Plus
Spring 2024



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For more detail about the work of CEP and CCAN, our websites are:

Community Energy Plus: www.cep.org.uk

CEP is a registered charity, no. 1068990

CCAN: www.cornwallclimateactionnetwork.earth

The Cornwall Climate Action Network is a CIC, no. 14133404



This project is funded by The National Lottery Community Fund's **Climate Action Fund**.

More information about this major initiative and other projects it is funding can be found here:

<https://www.tnlcommunityfund.org.uk/key-initiatives/climate-action-hub/stories#item-5>



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The Important Details:

Contract: Ideally this is a full-time role, but we are open to part time/flexible working arrangements with the right individual.

Hours: 37.5 hours per week; some evening and weekend work will be necessary to deliver this role.

Duration: This is a four-year project, with a contract available for the whole delivery period (3-month probationary period).

Location: This role will be based at CEP's Truro office (hybrid and/or remote working for part of the week will be an option after the induction period); organising events will require occasional work in a variety of locations across Cornwall.

Salary: starting at £25,179, progressing to £25,885 on successful completion of probation.

Start date: The project starts on 1st May 2024, and the role as soon after as feasible.

Further details: If you want to find out more about working with Community Energy Plus and the Cornwall Low Carbon Advice Network project, please email recruitment@cep.org.uk to arrange an informal chat.

To make an application: Please email your CV together with a covering letter describing your motivations and suitability for the role, noting the expectations set out in this role description to recruitment@cep.org.uk. Please include in subject line of your email: **Vacancy – Project Coordinator** and **Your name**.

Application Deadline: Noon on Tuesday 14th May 2024

Interviews: will take place in person at our Truro office - date to be advised



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What you can expect to be doing as part of the Cornwall Low Carbon Energy Advice Network team:

- Provide capacity to the Low Carbon Energy Advisers to arrange booking of spaces for advice clinics, and stalls at festivals and shows.
- Coordinate the activities of the Advice team, including arranging home visits and follow up reports.
- Work with CCAN groups and other climate action-focussed groups across Cornwall to support their activities and plan engagement events with them and Low Carbon Energy advisers.
- Working with CEP's Marketing & Communications Officer and the designated volunteers with each climate action group promote the outreach activities of the team through social media channels and other media.
- Work with the Project Manager on project reporting.

What we are looking for Cornwall Low Carbon Energy Advice Network – Project Coordinator

We are looking for someone who has fantastic communication skills both verbally and written, and who can offer exceptional multi-tasking and prioritisation skills.

Attributes / competencies

- Friendly, with excellent people skills and a sympathetic manner.
- Able to work well in a team.
- Methodical, organised, and self-motivated.
- Strong administrative skills with a good eye for detail.
- Proactively identifies potential issues and offers solutions.
- A competent user of Microsoft Office (Word, Excel, Teams, and Outlook).

Essential Skills and experience

- Working in a customer service environment.
- Ability to work well under pressure and manage time effectively.
- Supporting multiple colleagues to meet agreed deadlines and targets.
- Providing information accessibly in person, on the phone and by other online channels.
- Experience of using social media in the Voluntary, Community & Social Enterprise sector.

Desirable Skills and experience -

- Knowledge of energy efficiency or home improvement projects.
- Understanding of the variety of responses to the Climate and Ecological Emergencies
- An appreciation of the dynamics of volunteer-led organisations and understanding of the contribution volunteers will make to project delivery
- Providing advice to residents or clients.



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Qualifications & knowledge

- Minimum of 5 GCSE grades 9 to 4 (A* to C equivalent) including literacy and numeracy, or substantial work experience.
- Two years' experience working in a project delivery or administrative setting.

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