



Community Energy Plus are recruiting for a

**Small Business & Community Energy Adviser/  
Landlord Liaison Officer**

**Application Pack**

Vacancy: **Small Business & Community Energy Adviser/ Landlord Liaison Officer**

We are recruiting an adviser to join our Energy Advice team to work on a range of projects to promote energy efficiency and the transition to a low carbon economy across Cornwall. The job brief is to work with small businesses, Private Sector landlords and the management committees of community assets to assist them to improve their buildings' energy efficiency and to help them adopt the full range of low carbon technologies.

Knowledge about energy management in a business environment is essential for this role, so we are looking for someone who has previous experience in providing business focussed advice services. The Landlord Liaison element of the role requires a registered Domestic Energy Assessor (DEA).

Our Energy Advisers are people who:

- are committed to providing high quality advice services,
- are passionate about making a lasting difference for all communities across Cornwall,
- have an approachable outlook and can communicate with people of all backgrounds,
- are flexible and can take a collaborative approach to teamwork, and
- are prepared to learn new skills.

This is a full-time role, actively working across the whole of Cornwall and will include a range of activities including energy auditing and liaising with a variety of organisations in the energy supply chain.

**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.

**Duration:** Initially, a one-year contract with the likelihood of an extension as the service grows.

**Location:** Our office is based in Truro, but the Small Business & Community Energy Adviser will deliver on-site and distant energy efficiency support to businesses throughout Cornwall; remote working, and potentially some evening and weekend work will be required.

**Salary:** range £28,884 to £30,361 depending on experience.

**Start date:** as soon as possible.

**Further details:** Please email [tim@cep.org.uk](mailto:tim@cep.org.uk) to arrange an informal chat about the role and how a successful candidate could deliver this role.

**Application process:** Please email [recruitment@cep.org.uk](mailto:recruitment@cep.org.uk) attaching your CV and a covering letter describing your motivations and suitability for the role; please note the expectations for the role set out in the following description.

Please include in subject line of your email: **Vacancy – Small Business & Community Energy Adviser and Your name.**

**Application Deadline:** We are keen to fill this position as soon as possible and will make an appointment as soon as we have identified a suitable candidate. Therefore, **an early application is recommended.**

Vacancy: **Small Business & Community Energy Adviser/ Landlord Liaison Officer**

## **What we are looking for in a Small Business & Community Energy Adviser/ Landlord Liaison Officer**

### **The primary purposes of the role are:**

Small business and community energy advice:

- To contribute towards the co-ordination and development of a programme of advice and support for businesses of all sizes, in line with the core charitable objectives of Community Energy Plus.
- The provision of advice and guidance on the adoption of energy and resource efficiency measures, will encompass work with SMEs working across the commercial and the voluntary, charitable and social enterprise sectors.
- The role will continue to develop our innovative partnership with the primary care health sector providing energy audits for GP surgeries.
- It is anticipated that the adviser will provide support and guidance to the volunteer boards managing community assets like village halls, parish halls and churches; this will include assisting them in the development of grant funding bids.
- The adviser will also assist in the development of CEP's housing retrofit services.

Landlord liaison:

- Advise and assist smaller private sector landlords and support them, alongside their tenants, to improve the energy efficiency of poorly performing homes. Guidance will be provided on grant funding and eligibility criteria.
- To act as a key point of contact for landlords, to raise awareness of their obligations under the Minimum Energy Efficiency Standards (MEES) and the Housing Health and Safety Rating system and assist them to improve the energy efficiency of their properties.

### **Essential qualifications & knowledge**

- The successful candidate will be an accredited Domestic Energy Assessor (DEA). Please include details of the accrediting body and how long registered
- BA or BSc Degree in a relevant subject or relevant work experience
- Knowledge of the energy sector and SMEs in Cornwall
- Knowledge of energy efficiency, resource efficiency and low carbon technologies

### **Desirable Qualifications & knowledge**

- Higher degree or equivalent experience
- Accredited Non-Domestic Energy Assessor (NDEA), able to produce commercial energy performance certificates
- Knowledge of SBEM or similar software for commercial EPCs and/or DEC's
- Understanding of the challenges of the transition to a low carbon energy system
- An understanding of current and forthcoming environmental legislation

### **Essential Skills and experience**

- Very good verbal and written communication skills; able to communicate technical information to business owners and managers.
- Confident in speaking in professional settings, and giving presentations to small groups.
- Ability to work well under pressure and manage time effectively.
- Providing information accessibly in person, on the phone and by other media.

Vacancy: **Small Business & Community Energy Adviser/ Landlord Liaison Officer**

- Proven track record in understanding and delivering business improvements through energy and resource efficiency.
- Proven track record of supporting organisations/people to reduce carbon, waste and water demands.
- At least 1 years' experience providing business focussed advice services.
- Able to analyse the data that is generated by RdSAP to produce Energy Performance Certificates.
  
- A full driving licence and access to a car. (Note: significant weekly mileage is anticipated with this role, the costs of which will be covered, but reliability of transport is important).

**Attributes / competencies**

- Friendly, with excellent interpersonal skills.
- Technically knowledgeable but able to communicate easily with non-technical business owners and managers.
- Able to work well in a team, but able to work independently.
- Methodical, organised, and self-motivated.
- Strong administrative skills with good attention to detail.
- Proactively identifies potential issues and offers solutions.
- Effective writing skills with a particular emphasis on preparing and representing reports and plans.
- A competent user of Microsoft Office, (Word, Excel, Teams, and Outlook).

There is an expectation that this post should achieve a level of income that makes it 'cost-neutral' to CEP within the first year of delivery. Targets on income generation will be included in work planning and monitoring.

If you want to find out more about working with Community Energy Plus, please email [recruitment@cep.org.uk](mailto:recruitment@cep.org.uk) to arrange an informal chat.

To make an application: Please email [recruitment@cep.org.uk](mailto:recruitment@cep.org.uk) attaching your CV and a covering letter describing your motivations and suitability for the role; please note the expectations for the role set out above.

Application Deadline: We are keen to fill this position as soon as possible and will make an appointment as soon as we have identified a suitable candidate. Therefore, **an early application is recommended.**

Please include in subject line of your email: **Vacancy – Small Business & Community Energy Adviser/ Landlord Liaison Officer** and **Your name.**