



Community Energy Plus and the Bude Climate Partnership

are recruiting a

Low Carbon Energy Adviser

To work as part of CEP's Low Carbon Energy Advice team

And to work as part of the
Resilient Bude programme

Application Pack

December 2024

Resilient Bude – Protecting Our Future

The Bude Climate Partnership is a group of local environmental organisations working together to develop positive community-led climate-change responses throughout the wider Bude area. The partnership has secured funding from the National Lottery Community Fund for a five-year programme, that started in January 2023, that aims to build climate resilience and reduce energy use and carbon emissions across the Bude area. It will galvanise every resident, business, and visitor across all communities to build resilience against the impact of climate change.

The **Resilient Bude** programme will deliver activities across a number of projects:

- A Sustainable Tourism project
- A Shoreline Resilience project
- A energy efficiency, low carbon technology advice programme
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Together with the establishment of

- A Library of Things
- Community Growing project

The focus of the projects' activities is Bude & Stratton Town Council area and the 11 Parish Councils in the surrounding area.

Engagement with all parts of the funded projects will be a crucial part of the role of the Low Carbon Energy Adviser, but the Adviser will be responsible for the day-to-day delivery of energy efficiency and renewable energy advice. This aims to help residents improve the efficiency of their homes and to reduce the community's carbon footprint.

Working as part of the team at Community Energy Plus, the Low Carbon Energy Adviser will be supported in this work and will assist in the delivery of work to address the transition to low carbon technologies in the Bude area and northeast Cornwall.

Low Carbon Energy Adviser

We are recruiting a Low Carbon Energy Adviser to promote energy efficiency and to assist householders in the transition to low carbon lifestyles.

Community Energy Plus's Energy Advisers are people who:

- are committed to providing high quality advice services,
- are passionate about making a lasting difference for the people we serve,
- 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

Knowledge about energy management in a domestic setting is essential for this role. All Energy Advisers working with Community Energy Plus are required to hold City & Guilds 6281 Level 3 certification in Energy Awareness. Appropriate training will be given if this qualification is not held prior to appointment.

The Important Details:

Contract:

The post-holder will be employed by Community Energy Plus and will work for two days a week on the Resilient Bude project. The remaining time each week will be work supporting CEP's Low Carbon Energy Advice team, and our clients in the north and east of Cornwall.

We are open to part time working arrangements with the right individual. At least 3 days a week availability for this role is required.

Potentially, some evening and weekend working will also be required.

Duration:

The Resilient Bude project is funded for five years; initially, the contract will be offered as a two-year fixed term contract, with the option to extend.

Location:

For 2 days a week the role will be based with the Resilient Bude delivery team, with the expectation of face to face contact with residents in the Bude area. Therefore, a reasonable commute, under 1 hours drive will be preferred.

Engagement with the CEP Advice team will require regular online interactions with occasional attendance at CEP's Truro office.

Salary: Annual full-time gross salary starting at £27,462 (1 FTE) and rising to £28,224 on achievement of C&G award and completion of probationary period. A pro-rata adjustment will be made depending on agreed working hours.

A workplace pension scheme will be arranged with an employer contribution of 3% of gross annual salary.

Start date: As soon as possible

Further details:

Please email recruitment@cep.org.uk to arrange an informal chat about the role.

Application process:

Please email 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. Note: as part of the assessment process, details of your application will be shared with project partners.

Please include in subject line of your email: **Vacancy – Low Carbon Energy Adviser (Bude) and Your name.**

Application Deadline: please send your email with CV before 5.00pm on **17th January 2025**

Interviews: Dates of interviews are to be confirmed

What we are looking for a Low Carbon Energy Adviser

The primary purpose of the role is to assist householders to improve the energy efficiency of their properties and to make the transition to low carbon lifestyles.

The post-holder will work to provide advice and support to individual households enquiring about low carbon technologies, with the aim of

1. Demystifying the low carbon energy market and technologies
2. Providing consumers with independent whole house assessments and advice to make informed choices about home improvements
3. Helping consumers reduce the cost of carbon reductions through access to grants.

Attributes / competencies

- Friendly, with excellent interpersonal skills.
- Technically knowledgeable and able to communicate easily with non-technical business owners and managers.
- Able to work well as part of a team, but able to work independently.
- Methodical, organised, and self-motivated.
- Strong administrative skills with good attention to detail.
- Able to proactively identify 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).

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, running workshops 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.
 - Proven track record in understanding and delivering environmental improvements through energy and resource efficiency.
 - Proven track record of supporting organisations/people to reduce carbon, waste and water demands.
 - At least 2 years' experience providing consumer advice services.
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- A standard Disclosure and Barring Service certificate will be requested as part of the initial induction process.
 - A full driving license and access to a car is required. (Note: significant weekly mileage is anticipated with this role, the costs of which will be covered, but reliability of transport is important).

Essential qualifications & knowledge

- BA or BSc Degree in a relevant subject
- Knowledge of the energy sector in Cornwall.
- Knowledge of domestic energy efficiency and resource efficiency
- Confident understanding of low carbon technologies including solar PV, battery storage and heat pumps in both domestic and commercial settings

Desirable Qualifications & knowledge

- Understanding of the challenges for the transition to a low carbon energy system.
- An understanding of current and forthcoming environmental legislation
- Awareness of the reasons for and impacts of fuel poverty in Cornwall

What you can expect to be doing as part of the team working as a Low Carbon Energy Adviser:

The advice CEP's Energy Advisers deliver to households includes:

- identifying appropriate energy efficiency and insulation measures
- assessing the adequacy of existing heating systems and options for low carbon upgrades
- providing advice about smart meters
- making referrals the funding schemes currently operating in Cornwall

The project will seek to identify the energy consumption and associated carbon footprint for each household engaged in this project using appropriate assessment tools; this assessment will be done

before and after they receive advice, guidance and support, to track the achievements of the project.

The project will also collect evidence of how people have changed their lifestyles, behaviour, and attitudes because of their involvement with Cosy Homes programme, which will feed into the reporting on outcomes of the wider project.

The post-holder will:

- Deliver a programme of advice clinics and public engagement events across the community
- Continue to signpost clients to local installers, and to financial support as and when it is available.
- Assist in the delivery of certificated Carbon Literacy Trust training with project participants.

The Low Carbon Energy Adviser will collaborate with and provide support to all members of the Resilient Bude team and look for ways to extend the reach of the Cosy Homes project across the other projects.

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

To make an application:

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