



Community Energy Plus are recruiting:

**Project Assistant
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 Assistant**

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 which started in May 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 is working 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 promote energy efficiency and assist households in the transition to low-carbon lifestyles and developing 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 are reached through a variety of outreach activities, working closely with the member groups of the Cornwall Climate Action Network.

The Project Assistant 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.



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

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>



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

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: Initially a contract is available for one year with the option to extend for the remainder of the funded 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: £26,921.

Start date: 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 – CLEAN Project Assistant and Your name.**

Application Deadline: Noon on Wednesday 29th October

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



Vacancy: Cornwall Low Carbon Energy Advice Network – Project Assistant

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-focused 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 Assistant

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 in a helpful and supportive manner.
- Methodical, organised, and self-motivated.
- Strong administrative skills with a good eye for detail, with excellent attention to detail, and time management skills.
- Proactively identifies potential issues and with creative-thinking skills.
- A competent user of Microsoft Office (Word, Excel, Teams, and Outlook).

Essential Skills and experience

- 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 a professional context in the Voluntary, Community & Social Enterprise sector, including content creation.

Desirable Skills and experience -

- Knowledge of energy efficiency and 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



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

- Experience using Trello, Canva Pro, and Later.com (or similar) would be advantageous.

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.

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: 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 Assistant and Your name.**

Application Deadline: Noon on Wednesday 29th October

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