

Job Information Pack

This pack contains the following information:

- Job details
- The application process
- Contact details
- Information about Changeworks
- Information about the team the job is based with
- Job description
- Person Specification
- Additional background information

Please note: Due to anticipated high volume of applications, if you have not been contacted with in two weeks of the application closing date, you can assume that you application has been unsuccessful.

Job details	
Job title	Energy Assessor Team Leaders
Job reference	HISSESTL

The application process	
Application deadline	12 noon Friday 30th July 2010
Interview date and location	<p>Newton St Boswells 4th & 5th August Haddington 11th & 12th August Dalkeith 25th & 26th August Livingston 25th & 26th August Glenrothes 1st & 2nd Sept</p> <p>(If you do not hear from us by this date you can assume your application has been unsuccessful)</p>
Interview format and length	To be confirmed

Contact details	
Completed Application Forms with a covering letter which highlights your skills and interest in this job to be sent to	<p>Recruitment HIS Team Changeworks 36 Newhaven Road Edinburgh EH6 5PY</p> <p>Or jobs@changeworks.org.uk</p>
General enquiries about this job	Dawn Mckenzie - Administrator 0131 555 4010
For an informal discussion about this job	Carol Aitken - HIS Assessment Manager South East Scotland 0131 468 8681 or 07540 412 403

About Changeworks

Changeworks exists to improve quality of life and to protect the environment.

We work with passion, integrity and in collaboration to develop and deliver innovative projects and businesses that inspire and empower people and communities to make a difference.

Our activities:

- Increase energy efficiency and the use of renewable sources of energy
- Prevent waste from going to landfill by reducing, reusing and recycling
- Promote methods of transport with low environmental impact

Resources for life

By providing people with the information they need to make choices that lessen their impact on the environment, we help them to lead safer, healthier, more fulfilled lives. By alleviating poverty and disadvantage we help to foster social justice and equality of opportunity. By using the earth's natural resources efficiently we help to protect the rich and diverse planet that is our home and to ensure that those resources are available for everyone, now and in the future.

By changing behaviour we make possible our vision: **resources for life**.

Our History

Changeworks Resources for Life Ltd came into being in June 2006, but in fact was a new chapter in the history of a well-established and successful sustainable development charity. Changeworks' predecessor, Lothian and Edinburgh Environmental Partnership (LEEP) was formed in 1989, itself a re-incarnation of the Lothian Energy Group, by Edinburgh District Council, Friends of the Earth Scotland and the Centre for Human Ecology.

As LEEP grew it undertook increasingly complex and ambitious grant funded projects, particularly on behalf of local authorities in South East Scotland. LEEP established the Energy Efficiency Advice Centre on behalf of the Energy Saving Trust in 1993 and was registered as an Environmental Body under the landfill tax credits system, which supported recycling initiatives until 2003. LEEP's grant funded work sought to find solutions to environmental problems in energy, waste and transport with a particular focus on the alleviation of poverty and disadvantage. By 2000, LEEP was highly regarded as a deliverer of innovative projects on the ground, as well as an authoritative voice supporting the development of progressive policy and practice.

Changing our name from LEEP to **Changeworks** was vital in reflecting our work beyond the Edinburgh and Lothian area and our mission and vision were also re-cast to emphasise our focus on sustainable development. For an overview of our current work please visit www.changeworks.org.uk.

About the Home Insulation Scheme Team

Introduction and context

The Home Insulation Scheme is an energy saving initiative. The £30m scheme is managed by the Energy Saving Trust and backed by the Scottish Government, with additional funding from local authorities, housing associations and energy companies.

The Home Insulation Scheme is designed to improve the energy efficiency of houses through promoting and installing insulation and other energy saving measures. A team of Energy Assessors will knock on every door in the selected areas. They will provide energy advice to the householder, gather energy data on the property and seek to sign-up the householder for insulation measures, where the home is suitable. The Scheme works in tandem with the Scottish Government's Energy Assistance Package to help alleviate fuel poverty.

It is an area-based scheme, with the potential to offer advice and assistance to around 200,000 houses this year, with many of these going on to receive measures such as loft and cavity wall insulation. Areas covered by the scheme have been chosen according to criteria including its levels of fuel poverty and carbon emissions, the potential number of treatable houses and the potential for complementary funding.

Along with other initiatives, the scheme contributes to meeting the Government's challenging carbon emission reduction targets, as well as increasing the take-up of domestic energy efficiency measures while helping to tackle fuel poverty.

Job Description	
Job title	Energy Assessor Team Leader
Job reference	HISSESTL
Salary and grade	AP4 £23,082 - £25,551 plus 8% pension contribution (Pro Rata) <i>* All posts are fixed term contracts of six months. Further extension will be subject to confirmation of funding in 2011, and successful bids by local authorities in the respective areas. Full Training in energy awareness will be provided for all Assessor and Team Leader roles</i>
Location of job	Scottish Borders East Lothian Midlothian West Lothian Fife
Hours and terms	Full time 35 hours per week, Part Time 16 Hours Per Week. Applications for other working patterns may be considered, subject to operational requirements
Holiday terms	26 days per annum plus 9 statutory holidays

General terms and conditions	
<ul style="list-style-type: none"> • Changeworks operates a flexi-time system with core hours. There are no overtime payments for this post. Some out of hours working will be required. • You may need to undergo a Disclosure Scotland check depending on the requirements of the post. Depending on the nature of any convictions that may be disclosed, Changeworks reserves the right to terminate employment with or without notice. • All of the responsibilities outlined below will be reviewed and modified as necessary through consultation with the Chief Executive. 	

Responsible to	Home Insulation Scheme Assessment Manager
Responsible for	Energy Assessors and Senior Home Energy Assessors

Purpose of the job	To be the main point of contact between the office-based Administration Team and the Senior Energy Assessors. To lead and provide guidance to the Energy Assessor Teams, ensuring targets are met and progress is effectively communicated to the HIS Managers
Main tasks and activities	<ul style="list-style-type: none"> • Ensuring that Energy Assessor teams are properly briefed on areas to be targeted • Monitoring of the quality of engagements and the level of advice offered to householders • Liaising with the Administrator (Logistics and Reporting) on a daily basis • Preparation of locality maps to aid the Home Energy Advisors to find property addresses • React to changing circumstances on the ground to maximise

	<p>the efficiency of the teams</p> <ul style="list-style-type: none"> • To monitor performance levels and provide motivation for the team through regular briefings • To liaise with the Senior Administrator - Finance to collect and collate time sheets • Arranging any local marketing materials to be displayed To make presentations to local community groups • To work with the Quality Assurance Manager to provide feedback and coaching to the assessment team • To work with the Data Management Administrator to rectify any data issues with the assessment team.
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<p>Responsibilities</p>
<ul style="list-style-type: none"> • Co-ordinating and communicating daily workloads through the Senior Energy Assessors • Liaising with the office based team regarding payroll and logistics • Ensuring completion of home energy assessments with all engaged householders and ensuring the information collected is true and accurate at that moment in time. • Working with the Data Management Administrator ensuring the information collected at the assessment stage will allow for appropriate referrals to the Energy Assistance Package and/or certified installers. • Maintaining effective customer relationships to assist in the positive engagement all customers will experience from the Home Insulation Scheme. • Delivering advice and information events, presentations and workshops as and when required. • Implementing any changes and developments along with the Quality Assurance Manager. • Identifying sustainable energy measures and improvements, potential sources of funding to pay for the improvements, and supporting the household through their choices • Identifying strategies to reduce households' fuel costs e.g. through debt repayment re-scheduling, switching energy supplier, or accessing a social tariff and supporting the household in their choices. • Liaising with agencies, such as the Energy Saving Scotland advice centre (the advice centre), fuel utilities, local authorities, other voluntary agencies, landlords and housing providers to ensure that energy saving measures and cost savings are implemented and income maximised. • Always working with sensitivity to the needs and concerns of vulnerable households • Communicating progress and data to the Home Insulation Scheme Assessment Manager • Management of field based teams, ensuring that the team is visiting the targeted number of households • Ensuring that advice given is provided in accordance with the standards set out in the Energy Saving Scotland advice centre contract and the various operating procedures. • Ensuring that performance targets set by the Scottish Government and the Energy Saving Trust are met. • Facilitating engagement with householders in a positive manner and ensure the customer relationship is a success. • Liaising with the Senior Energy Assessor to ensure maximum uptake in the chosen areas and to assist in the promotional activities within the locality. • Ensuring that all data is handled with sensitivity and in accordance with the Data Protection Act 1998. • Ensuring that referral timescales are met and assessment forms are dealt with within the set timescale. • Responding appropriately in respect of any agreements signed with local partners.
<p>Decisions made by the post holder</p>

- Organisation and priority of team workload

Supervision and training received

- Training as required from time to time

Key contacts

- The post holder will be in regular contact with the Energy Assessor Teams and all levels of the organisation

Complexity

The post holder must be able to:

- Manage a number of different requirements and requests at the same time
- Interact effectively with the community
- Analyse and assess alternative solutions

Creativity

- Developing new processes and solutions in support of the Home Insulation Scheme project

Special Conditions

- Leave periods need to be coordinated and authorised in order to meet projected targets

Person specification		
Please explain how you meet the following criteria in your job application		
Job Related Knowledge and Skills:	Essential	Desirable
Excellent people management skills	✓	
Good numeric and literacy skills	✓	
Excellent communication skills, both verbal and written	✓	
Good presentation skills	✓	
Good IT skills	✓	
Ability to deal with vulnerable people including the very elderly and those on low incomes	✓	
Ability to manage own time and work with minimal supervision	✓	
Ability to deal with customer complaints and handle sensitive issues effectively	✓	
Knowledge and understanding of energy efficiency, fuel poverty, renewable energy and transport energy matters		✓
Possession of practical and relevant knowledge in respect of the efficient use of energy in residential property		✓
Current Drivers License	✓	
Qualifications, General Education & Experience:		
People management experience		✓
Standard grades or equivalent in English Language and Mathematics	✓	
Experience of working in a customer care focused organisation	✓	
Experience of working to tight targets and timescales	✓	
Experience of working with a range of customers from a diverse range of backgrounds		✓
City & Guilds 6176 in Energy Awareness		✓
Personal Qualities:		
An enthusiastic and positive person able to work on his/her own initiative with high personal standards in respect of work ethics	✓	
A good team member, self motivated and keen to foster a spirit of cooperation within the organisation	✓	
Confident and outgoing and able to deal effectively with people from a diverse range of backgrounds	✓	
Motivated by the desire to achieve objectives and targets	✓	
Diligent and attentive to detail	✓	
High standard of customer service and the ability to communicate difficult subject matters easily	✓	