



**Tamar Energy  
Community**

**Applicant Pack  
Home Energy Advisor**



## We are looking for a Home Energy Advisor to join us at Tamar Energy Community (TEC) and our Energy Advice Team.

Tamar Energy Community is a non-profit community energy organisation. We're run by our team of voluntary directors and our aims are to reduce fuel poverty and tackle the Climate Emergency through providing quality and impartial energy advice and support; and developing community-led renewable energy generation schemes that provide a direct benefit to the local community. We work all across West Devon and S.E. Cornwall and are an active member of a network of community energy groups in Devon, working closely with our local authorities and other stakeholders.

### The Role

You will be working closely with colleagues in the Energy Advice Team to deliver a range of community focused energy and fuel poverty projects. You join TEC in a time of growth and you'll be helping us to reach more residents in need of our support.

You will bring your skills to the team working in one or more of the following areas:

- Energy efficiency and retrofit works – enabling the installation of simple measures and larger retrofit works in homes, by supporting vulnerable residents on their journey.
- Fuel poverty prevention – supporting one or more of our projects to reach residents at risk of fuel poverty and living in cold, damp homes.
- Community engagement – drop-ins, training and workshops. TEC delivers these activities on a number of energy and climate emergency themes. A passion for working alongside residents to improve their circumstances.

Home Energy Advisors play an important role in delivering the overall aims and objectives of Devon's Community Energy Groups, working as part of an innovative team, directly helping to improve the lives of those living in our local community.

Our Home Energy Providers are required to:

- ✓ Provide tailored advice and support to householders in West Devon
- ✓ Give advice by phone, email and at home visits
- ✓ Attend drop-in sessions and community events, setting up a display stand and engaging the public
- ✓ Participate in team meetings, sharing information and supporting each other
- ✓ Build on existing relationships with local community partners
- ✓ Keep up to date on new energy grants and schemes in order to provide the maximum support to householders
- ✓ Keep accurate records

### About You

You are a people person, who is able to think critically, passionate about supporting residents to improve their circumstances.

Perhaps you're already delivering grass roots action on the journey to Net Zero or have a few years' experience supporting residents in a frontline service, then read on.

## Here's what we're looking for

- ✓ A passion for working alongside residents to improve their circumstances.
- ✓ A caring and understanding approach and ability to show empathy
- ✓ Thrives in a dynamic and collaborative work environment.
- ✓ Able to stay focussed and calm when helping people who are distressed.
- ✓ A good knowledge of domestic energy efficiency.
- ✓ Experience of the welfare benefit system.
- ✓ Knowledge and understanding of fuel poverty, energy efficiency and their effects on health.
- ✓ An interest in the community energy sector and the transition to Net Zero.
- ✓ Can build relationships in person, while remote working with people from a wide range of backgrounds.
- ✓ An eye for detail and accurate record keeping.
- ✓ Ability to support Project Mangers in monitoring and attaining targets.
- ✓ IT literate and own laptop or iPad
- ✓ Have own vehicle/access to vehicle for carrying out visits
- ✓ A Disclosure and Barring Service (DBS) check will be required.
- ✓ Enthusiasm, dedication to problem solving, and ability to build rapport with residents and colleagues in the community
- ✓ A team player, able to work on own initiative with limited supervision
- ✓ Excellent written and oral skills

Experience is preferred but not essential, as training can be provided to the right candidate. A willingness to study and take a few exams would be required.

## The Offer

<b>Working week:</b>	Self-employed part-time role (average 2-4 days a week)
<b>Duration:</b>	1 year fixed term contract (3 month probationary period) with potential for extension
<b>Location:</b>	Tavistock and West Devon, with significant elements of flexible/home working
<b>Rate:</b>	Hourly rate £15
<b>Start date:</b>	ASAP
<b>Application Deadline:</b>	Midnight, Sunday 27 <sup>th</sup> March 2022
<b>Interviews:</b>	Week Commencing 28 <sup>th</sup> March 2022
<b>Further details:</b>	Please email <a href="mailto:kate.royston@tamarenergycommunity.com">kate.royston@tamarenergycommunity.com</a> to arrange an informal chat.
<b>Application process:</b>	Please email a CV and covering letter describing your motivations and suitability for the role with reference to the expectations set out in this application pack to <a href="mailto:kate.royston@tamarenergycommunity.com">kate.royston@tamarenergycommunity.com</a> .