**SEFTON COUNCIL**

**JOB DESCRIPTION**

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| **Department:** | Regeneration, Economy and Assets | **Location:** | Magdalen House, Bootle |
| **Division:** | Property Services | **Post No:** | 16727 |
| **Section:** | Energy and Environmental Management | **JE No.** | A4955 |
| **Post:** | Climate Ready Advisor | **Grade:** | G |
| **Responsible to:** | EEMS Communities Officer | | |
| **Responsible for:** | None | | |

**JOB PURPOSE**

To deliver the Sefton Climate & Retrofit Action Project (SCRAP). This will involve provision of detailed 1-2-1 advice and information to Sefton residents on how they can retrofit their homes to make them more energy efficient. This advice will be offered at a range of locations including - at immersive room locations in the Borough, events, home visits or over the telephone. This post holder will also submit funding bids on behalf of vulnerable clients to enable climate/ retrofit works to take place. Advice and information will also be given on behavioural change and how small changes have a big impact.

**MAIN DUTIES**

1. Raise awareness of climate, retrofit and fuel poverty issues through a wide variety of approaches including at immersive room locations, organised talks and events to the public (in person and online). As well as raising the profile of the project through talks and events with other support agencies.
2. Run the Immersive Room experience with participants at the Bootle Strand location, and/or other locations when required.
3. Deliver a reactive climate ready home visit and grant referral service to hard-to-reach households in Sefton. This can include dealing with vulnerable people in difficult circumstances.
4. Give detailed 1-2-1 advice and information on how residents can retrofit their homes to make them more energy efficient, including behaviour change and small measures.
5. Liaise with council colleagues, residents, and partner organisations in the formulation of particular policies and procedures related to SCRAP.
6. Participate in regular reviews of the service, tasks such as evaluation, research, and fact-finding to ensure the service/ procedures are efficient, effective, and up to date. In addition, ensuring that we align with local and national policy to maximise the support for residents.
7. Where appropriate, refer residents on to pathway to green jobs, via the Sefton Community Learning Service.
8. Deliver detailed comprehensive climate, retrofit and fuel poverty advice to householders.
9. Present information both in report writing and verbally to large groups of people.
10. Keep up to date of developments in regional and national energy strategies and funding regimes for climate, retrofit and fuel poverty and to relate these to Sefton in seeking grant funding support.
11. Promote and make applications to both local and national funders to facilitate all tenure installation of energy efficiency measures to alleviate fuel poverty. Including cross matching funding streams to maximise grants for residents.
12. Collect appropriate personal information and conduct financial assessments with residents to support funding applications for retrofit / energy related works.
13. Liaise with contractors obtaining quotes and managing the works to ensure that the works are completed in an efficient, cost effective and timely manner.
14. Report to the Programme Coordinator on a daily and weekly basis as required and provide updates on all work undertaken and identify any issues of concern which may arise as part of the survey work.
15. Case management. To assist in the preparation and planning of the household survey work and the administrative requirements in this regard. Including ensuring that participants in the project complete a pledge and evaluation form.
16. Maintain and uptake regular training related to climate, energy efficiency, carbon reduction and fuel poverty in order to train other frontline staff and provide correct and up to date information to residents.
17. Build and maintain links with other support agencies, to identify and refer residents to other support agencies.
18. Co-ordinate, manage and control the household support package effectively and efficiently in order to comply with the Council’s budgets, constitution and financial regulations.
19. Ensure that contractors working on behalf of the Authority do so in a manner which does not present any significant risks to the health and safety of themselves and/or others and is in compliance with health and safety legislation.
20. Preparation of qualitative and quantitative data for monitoring and evaluation purposes within regular reporting cycles.
21. Plan, prioritise and organise own workloads effectively.
22. Maintain all appropriate written and electronic records as required, to ensure all data collected is securely held in accordance with council data protection requirements.
23. Budget management, to ensure that all works are kept within budget and are cost effective and invoices are sent for payment.
24. Following the rules and criteria for various funding streams ensuring residents and works are eligible and targets are met within budget.
25. Undertake physical duties regarding the supply and fitting small energy saving/heating measures in residents homes and taking stock to events. This includes moving and carrying various stock items.
26. Provide a rapid response to residents in a crisis situation, this may require additional travelling and out of hours working.
27. Train and support new staff in procedures and regulations to undertake the role efficiently.

**HEALTH & SAFETY PROVISION**

Ensure that staff supervised by the post holder are made fully aware of their statutory obligations arising from health and safety legislation. This should include the promotion and encouragement of safe working practices and the prompt reporting of potentially harmful or dangerous situations so that swift preventative/remedial action can be identified.

**OTHER LEGISLATIVE REQUIREMENTS**

The postholder is responsible for ensuring that staff and where appropriate consultants/contractor’s attention is drawn to the implications arising from other relevant statutory provisions and that they discharge their duties in compliance with current legislation.

**ORGANISATION CHART**

See attached.

**SPECIAL CONDITIONS**

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

For further information, please refer to DBS filtering guidance at www.gov.uk/dbs.

Depending on the nature of projects undertaken, work outside normal working hours may be required including attendance at Area and other Committees.

The post holder must hold a current full driving licence.

Car allowance will be paid for authorised journeys.

**GENERAL**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Prepared by:**

Name: Julia Thorpe

Designation: EEMS Communities Officer

Date: August 2024

**PERSON SPECIFICATION**

**Post:** Climate Ready Officer  **Grade:** G

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| **PERSONAL ATTRIBUTES REQUIRED** | **ESSENTIAL OR**  **DESIRABLE** | **HOW ASSESSED** |
| **Qualifications**  Academic qualification at a level recognised by the relevant professional body or equivalent experience. GCSE (including English and Maths) or equivalent  City & Guilds energy Awareness qualification held or the commitment to pass within 6 months of employment. | E  E | AF/C  AF/C |
| **Experience**  Post qualification experience in a relevant public sector, voluntary/community sector, social housing, energy efficiency or health and social care field.  Experience of undertaking one to one advocacy/advice support either in the home or at enquiry point  Experience of writing successful low-cost funding applications (on behalf on householders)  Experience of budget monitoring and case management  Experience of working in partnership arrangements with internal and external bodies.  Experience of working within a local government environment | E  E  E  E  D  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Knowledge/Skills/Abilities**  Knowledge and experience relevant to the development and management of a reactive climate ready home visit and grant referral service  Ability to advocate for vulnerable residents and undertake financial assessments and data collection  Ability to liaise effectively with clients, consultants, contractors and external partner agencies to ensure the desired result.  Excellent written and verbal communications skills through detailed and accessible reports and presentations.  Ability to use computerised systems for effective record keeping to control and monitor service delivery.  Ability to prioritise and manage workload of self  Knowledge and experience of current local and national climate, retrofit and fuel poverty issues/legislation, carbon impacts, welfare benefits/charitable funding bids  An understanding of the relationship between climate, health and energy efficiency/fuel poverty issues.  Awareness of Health and Safety practices  To have knowledge and awareness of GDPR | E  E  E      E  E  E  D  D  D  D | AF/I  AF/I  AF/I      AF/I  AF/I  AF/I    AF/I  AF/I  AF/ I    AF/I |
| **Other**  Ability to transport yourself and equipment needed throughout Sefton  Ability to lift, carry and transport equipment to residents’ homes and events.  Flexible approach to work. Some evening or weekend duties may be required  Mental capacity to deal with vulnerable residents in distressing circumstances  Satisfactory DBS clearance check | E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I |
| **Special Requirements** |  |  |

KEY: AF Application Form

I Interview

C Certificate

T Test

**Prepared by:**

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Designation: EEMS Communities Officer

Date: August 2024