

Person Specification – Energy Advisor (Female)



**Greener
Kirkcaldy**

Essential

- Experience of working in a related field such as community development, advice or advocacy.
- Good knowledge of energy and fuel poverty issues.
- Excellent communication skills and ability to communicate with a broad range of people.
- The ability to work well on own initiative and as part of a team.
- Experience of balancing and prioritising a varied workload.
- Flexibility and the ability to adapt according to the needs of the project.
- Ability to motivate and encourage others.
- A positive, supportive and caring attitude.
- Experience of working with people from a wide range of backgrounds.
- Good literacy, numeracy and IT skills.
- Ability to travel throughout Fife.
- A commitment to being environmentally friendly.
- An interest in social justice and helping people in hardship.
- A clean driving licence.

Desirable

- A relevant qualification (in a relevant environmental field, community development and/or advice).
- Experience of advice or support work.
- Experience of delivering training or workshops.
- Knowledge of monitoring & evaluation.
- Experience of marketing and promotion.
- Experience of working in a voluntary organisation.
- Competence in the use of Microsoft Excel, Word and Access.