**Person Specification –   
Energy Advisor**

**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 current 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.