

Job Description – Energy Advisor (Maternity Cover)



Greener Kirkcaldy

Responsible to	Energy Advice Team Leader
Salary scheme	£27,929 - £28,929 pro rata + 6% contribution to pension
Hours of work	Full time (35 hours per week)* on a flexible basis, including occasional evening and Saturday work
Place of work	Greener Kirkcaldy office (or hybrid of home and office), community locations and people's homes throughout Mid and West Fife
Contract	Fixed term to (Friday 26 th June 2026) with possibility of extension.
Holiday	33 days, inclusive of public holidays, per annum pro rata, going up to 37 days after 5 years' service
Requirements	The post-holder will be subject to a Disclosure Scotland check

** Including some evening and Saturday work. Greener Kirkcaldy has a flexible working policy. We would consider requests to work fewer hours, or to job-share.*

About Greener Kirkcaldy

Greener Kirkcaldy is a community-led charity working locally to bring people together, take positive action on the climate emergency and support people through fuel poverty and food insecurity.

Based in the heart of Kirkcaldy – with a community building, training kitchen, bike shop and garden – we carry out activities across Kirkcaldy and work with partners to deliver projects across Fife.

We want our town to be a good place to live and work. We believe in a future where

everyone has a say in what happens locally, people are working together to protect our environment and those in hardship are supported to live well. That includes our staff and volunteers.

Working at Greener Kirkcaldy involves being part of a positive, collaborative and social team. Our culture is really important to us. We promote equality, diversity and openness. We have a strong focus on staff wellbeing and development and encourage staff initiative and ideas.

We support all our staff with flexible and hybrid working, generous holidays, enhanced maternity, paternity and sick pay, lots of wellbeing, training and development opportunities (and social events!)

We want Greener Kirkcaldy to be an inclusive and diverse charity where everyone feels supported, valued and able to be themselves. We take part in Fife Centre for Equalities' Equality Pathfinders programme. We also take part in the Race Equality Environmental Programme facilitated by CEMVO Scotland. Our [Equalities Action Plan](#) sets out the steps we are taking to improve diversity and inclusion.

To achieve our vision of Kirkcaldy as a greener and fairer place to live, we need a diverse team. We encourage applications from people of any background. We know that in our sector we particularly lack staff and volunteers with Minority Ethnic backgrounds and disabled people. If you identify as Minority Ethnic and/or disabled, we are particularly interested in receiving your application.

Please contact Office Manager, Dianne Girvan, on dianne@greenerkirkcaldy.org.uk to discuss any additional support you may need to complete your application or take part in the recruitment process.

Job purpose – Energy Advisor (Maternity Cover)

Greener Kirkcaldy works on a local scale to benefit people and our environment. We run a wide range of projects: tackling climate change and social injustice and bringing our community together.

We lead the Cosy Kingdom partnership, a free and impartial energy advice service available to all tenants and homeowners across Fife. Our energy advisors help people save energy, stay warm while spending less on fuel and develop skills and confidence to take more control of their energy use and bills. Our work plays a vital role supporting people in, or at risk of, fuel poverty and makes an important contribution to tackling carbon emissions and climate change.

This role will be part of a team of energy advisors delivering energy advice work across Mid and West Fife. You will provide home energy advice and support to householders

through a mix of home visits, telephone appointments and drop-in advice surgeries in our building and at community events. This will include support to help people struggling to heat their homes, advice on reducing energy and tips on making homes more climate friendly. You will also refer on to partners and other relevant external agencies for further support.

You will deliver events, talks and workshops to raise the profile of the service and educate people on saving energy, as well as training to frontline workers on how to “spot and refer” people in, or at risk of, fuel poverty.

Full training will be provided, including City & Guilds Energy Advice as well a 3-month induction to the role.

Specific responsibilities

- Carry out home visits, telephone appointments and advice surgeries, offering one-to-one advice, support and information to householders
- Communicate with suppliers, landlords and external support organisations
- Deliver training, events, workshops and talks for groups, organisations and the wider public
- Work with local partners and attend outreach events to promote our activities to a range of audiences
- Carry out monitoring and evaluation and report on progress
- Support development of systems and procedures
- Work with the Communications Team to promote activities and develop materials and resources

General responsibilities

- Work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues
- Promote the values of Greener Kirkcaldy when working in the local community
- Comply fully with the organisation ethos, policies and procedures and relevant legislation
- Attend and contribute to team meetings and training courses
- Undertake other duties in line with the job purpose

Person Specification – Energy Advisor (Maternity Cover)

Qualifications, skills and experience
Excellent people and communication skills
Good literacy, numeracy and IT skills
Organised, able to work under pressure and plan a diverse workload
Ability to engage with people from a wide range of backgrounds
Maintain accurate case records using database software
Experience in an advice or support role
Experience of delivering training, workshops and/or events
Knowledge
Knowledge of energy, carbon reduction and/or fuel poverty issues
Awareness of community groups and charities
Personal qualities
A positive, enthusiastic and supportive attitude
Passionate about sharing skills and knowledge about energy and related topics
Proactive, self-motivated and able to use own initiative
Ability to work well under pressure
Flexible and able to adapt according to the needs of the organisation
A willingness for continued learning and personal development
Enthusiastic about engaging people to tackle the climate emergency and/or supporting people in hardship
Additional requirements
Access to your own transport and willing to travel throughout Fife to meet the requirements of the role