

## Job Description – Energy Advisor (Business and Community)



<b>Responsible to</b>	Energy Advice Team Leader
<b>Salary</b>	£29,797 per annum pro rata + 6% contribution to pension scheme
<b>Hours of work</b>	21 hours a week (0.6 full-time equivalent)*
<b>Place of work</b>	Greener Kirkcaldy office (or hybrid of office and home), and community locations
<b>Contract</b>	Permanent
<b>Holiday</b>	33 days inclusive of public holidays per annum pro rata initially, going up to 37 days after 5 years' service, plus 5 additional days over the Christmas break
<b>Requirement</b>	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](mailto: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 (Business and Community)**

Greener Kirkcaldy is a community-led charity and social enterprise, working 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.

Our Climate Action Fife project is an innovative Fife-wide cross-sector partnership project, bringing together individuals, communities, local government and businesses to tackle the climate emergency and make Fife a greener and fairer place to live. Running between 2022 – 2027, the project is funded by the National Lottery Community Fund's Climate Action Fund.

The current focus of this role is leading delivery of the Climate Friendly Business strand of the Climate Action Fife project. You will work with micro and small businesses, community groups and third sector organisations, providing advice on energy efficiency, renewable energy

generation and waste reduction. You will work with Business Gateway Fife, Business Energy Scotland and Zero Waste Scotland, making referrals for audits and grants, and collaborating on support.

You will deliver public campaigns and events to attract a wide and diverse range of businesses, groups and organisations. You will also collaborate with Greener Kirkcaldy's Community Food Team to deliver food waste reduction advice and campaigns.

You will also support the wider Cosy Kingdom energy advice team with outreach, events and home visits as needed.

Full training will be provided, including City & Guilds Energy Advice, Carbon Literacy and an induction to the role.

### **Specific responsibilities**

- Provide advice to micro and small businesses, community groups and third sector organisations on energy efficiency and waste reduction
- Signpost and refer to partner organisations for expert technical and funding advice
- Develop and deliver energy-efficiency and food waste reduction campaigns to attract a wide and diverse range of businesses, working with our Communications Team and Community Food Team
- Provide advice to the Climate Action Fife third sector partners
- Deliver, facilitate and attend webinars, events, talks and networking forums to promote Greener Kirkcaldy, Cosy Kingdom and Climate Action Fife, and raise the profile of our projects
- Develop and maintain relevant project materials
- Work with Fife Chamber of Commerce on the Fife Business Awards (Sustainability & NetZero Award)
- Engage with the business and community sectors in a way that empowers them to adopt sustainable behaviour changes.
- Lead on monitoring, evaluation and reporting of the Climate Friendly Business strand of work for Climate Action Fife
- Provide support to the wider Cosy Kingdom team including delivering home visits, events and talks as required

### **General responsibilities**

- Work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues and the climate emergency
- 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 (Business and Community)**

<b>Qualifications, skills and experience</b>
Excellent people and communication skills
Excellent literacy, numeracy and IT skills
Ability to engage and empower people with different skillsets and backgrounds
Organised, able to work under pressure and plan a diverse workload
Experience of working with micro and small businesses, community groups, third sector organisations or social enterprises
Experience of delivering training, workshops, activities or events to engage or educate
Ability to work in partnership with others
<b>Knowledge</b>
Understanding of the micro and small business and/or community and third sector(s)
Awareness of environmental and/or energy efficiency topics in particular the climate emergency, energy efficiency and waste reduction
Knowledge of processes for monitoring, evaluating and reporting
<b>Personal qualities</b>
A positive, enthusiastic and supportive attitude
Passionate about sharing your skills and knowledge with others
Proactive, self-motivated and able to use own initiative
Flexible and able to adapt according to the needs of the project and organisation
A willingness for continued learning and personal development
Genuine interest in developing sustainable businesses and community organisations
Able to travel within Fife to meet the requirements of the role

