

<b>Job title:</b>	<b>Energy Advisor</b>
<b>Salary:</b>	<b>£27,593</b>
<b>Hours:</b>	<b>35 hours per week (flexible with evenings/weekends as required)</b>
<b>Contract:</b>	<b>Fixed Term until 31<sup>st</sup> March 2026</b>

### **Who we are**

We are Healthy n Happy Community Development Trust, an award-winning charity & community owned organisation governed by local people, where all of our work is directed by local priorities. All of what we offer supports & enables local people to make positive changes in their lives & their local communities. From building confidence & self-esteem, to boosting skills & relationships, to getting more involved in their local neighbourhood & becoming more responsible for their own health & wellbeing.

Our key purpose is to tackle disadvantage & improve lives and communities so they are thriving, resilient & healthy.

We are guided by three guiding principles & frameworks. These are Community Development, the Social Model of Health & the Five Ways to Wellbeing.

### **What we do**

We aim to work with local residents, groups & organisations to make Cambuslang & Rutherglen the healthiest & happiest places to live in Scotland.

Since 2015, we have helped local residents, groups & organisations lever over **£2million** direct investment to their local community.

Our work is recognised locally, regionally, nationally & internationally.

### **About You**

- You will want to take your drive, energy, skills & inspiration & invest them in an organisation that has the health & wellbeing of people & communities at the heart of everything we do.
- You will have experience in providing energy advice and advocacy to households and have experience of advocating on behalf of vulnerable households
- You will have strong community engagement experience and excellent people skills, leadership and co-ordination experience
- You will be able to demonstrate skills & experience in leadership & resource management including people & financial management, partnership working & personal impact.

## Person specifications

As part of the People and Communities Team you will be/have;

- City & Guilds Energy Awareness L3 or equivalent (this can be provided for the successful candidate)
- Experience in delivering face to face advice, providing fuel advocacy support & advice
- Up to date knowledge & understanding across all areas of energy advice provision
- Understanding of the issues facing deprived communities
- Up to date knowledge & understanding across all areas of wider advice provision (welfare/employability)
- Ability to foster collective working between organisations, building & maintaining relationships with strategic partners & external organisations
- Excellent verbal, written, communication & presentation skills
- Good IT skills, experienced in windows software packages & social media
- Excellent organisations skills & the ability to manage workload, set priorities & meet deadlines
- Strong interpersonal skills along with the ability to deal with a diverse range of people
- Ability to deal with information in a confidential manner responding with sensitivity to the opinions of others
- An established track record delivering person centred energy advice and/or advocacy support
- Experience of successful project delivery within the voluntary/social enterprise sector
- Project management including liaising with funders, reporting & budget management
- Experience of working across different sectors & developing links with other agencies
- Experience of contributing effectively as a team member
- Experience of using evaluation & monitoring tools & techniques
- Delivery of effective marketing & communication to promote the project
- Experience of report writing, an ability to maintain records & produce clear written and oral reports
- Ability to demonstrate an active commitment towards equal opportunities & anti-discriminatory practice
- Ability think clearly, inspire & motivate others
- Personal resilience, self-awareness & a willingness to learn & adapt
- Ability to work evening & weekends on a flexible basis (with time off in lieu)

**To apply**

Please submit an up to date CV with a **covering letter** explaining why you are suitable & what attracts you to this role.

**Please note that applications submitted without covering letters MAY NOT be considered.**

**Process**

- Shortlisting period
- If selected for interview;
  - Informal 'Meet the People and Communities Team' session
  - Formal interview
- Interviews will take place on Tuesday 20 & Tuesday 27 August

We are mindful we currently in a traditional holiday period. Please include in your letter any periods of time you are not available for interview during August.

**Closing date**

14 Aug 2024

***Strictly no agencies, not approved.***