



Campaigning for Warm Homes

REGIONAL CO-ORDINATOR – WEST MIDLANDS JOB DETAILS

BACKGROUND INFORMATION ABOUT NEA

(i) NEA – the national energy action charity

National Energy Action (NEA) is a major national charity whose work to improve and promote energy efficiency brings social, environmental, housing and employment benefits. Working in partnership with central and local government, fuel utilities, housing providers, with consumer groups and voluntary organisations, NEA aims to eradicate fuel poverty and campaigns for greater investment in energy efficiency to help those who are poor and vulnerable. It currently employs around 70 people, most of who are based at the national headquarters in Newcastle upon Tyne, but a number of other staff are based in regional offices elsewhere in the UK. NEA has a subsidiary company which runs Warm Zones and which employs around 130 people.

NEA achieves its objectives through:

- * research and analysis into the causes and extent of fuel poverty and the development of policies, which address the problem;
- * providing advice and guidance on good practice in delivering energy efficiency services to low-income customers;
- * developing national qualifications and managing their implementation to improve standards of practical work and the quality of energy advice;
- * campaigning to ensure social and environmental objectives are brought together under national energy efficiency programmes;
- * developing and managing demonstration projects in communities, which show innovative ways of tackling fuel poverty and bring the wider benefits of energy efficiency to local communities.

NEA has had a clear national identity and profile for 27 years. Please visit our website at www.nea.org.uk to find out more about our work.

(ii) The Operations Directorate

NEA comprises four Directorates – Operations, Communications, Business Development and Support Services. The Operations Directorate is responsible for NEA's service delivery within an agreed work programme. It is based at NEA's National Office in Newcastle upon Tyne but also delivers projects from a series of regional offices throughout England. These are located in London, Exeter, Huddersfield, Coventry, Wisbech, Nottingham and Middlesbrough.

The work of the Directorate tackles the problem of fuel poverty through the promotion of best practice in energy efficiency and affordable warmth to a wide range of organisations such as local authorities, the health sector, housing providers, fuel utilities and voluntary and community organisations; promotes the exchange of information between organisations active in this field; delivers practical demonstration projects benefiting local communities and provides a technical support service to the remainder of NEA's work.

The work of the Directorate is funded through a combination of NEA's core grant from the Department of the Environment, Food and Rural Affairs, grants and sponsorship for specific work programmes from central and local government, the private sector and charitable trusts, and increasingly from self generated income from consultancy work.

The Directorate is headed by the Director of Operations. It is divided into five teams, managed by the Operations Manager or the Technical Manager, which each deliver agreed tasks within the overall work programme.

(iii) NEA in the West Midlands Region

NEA's office for the West Midlands is based in Coventry. Like NEA's other regional offices, NEA's West Midlands office develops and delivers practical and effective projects in partnership with local communities to create warm homes and contribute to the eradication of fuel poverty. These innovative projects also contribute to NEA's national campaigning work by demonstrating how affordable warmth can be achieved and replicated. A publication, **NEA Coventry 15th anniversary review (December 2006)**, describing the history of NEA's work in Coventry is available on NEA's website: <http://www.nea.org.uk/Publications/Publications>

NEA has established a regional office in the West Midlands with the principal task of delivering innovative projects and demonstrating good practice in the implementation and delivery of the Government's Fuel Poverty Strategy. In order to pursue these objectives NEA's West Midlands Regional Co-ordinator will undertake structured liaison with regional government, regional development agencies, Government Regional Offices, local authorities, the health service, social housing providers and other relevant organisations to ensure that affordable warmth and the eradication of fuel poverty is incorporated within relevant strategies and policies.

The Regional Co-ordinator will promote NEA work programmes and services in the West Midlands and will be responsible for establishing partnerships to enable the development and delivery of new projects and work programmes at regional and local level. The Regional Co-ordinator will contribute to the organisation and successful delivery of NEA's West Midlands Fuel Poverty Forum, which meets three times annually.

Other work which will be undertaken by the Regional Co-ordinator will include:

- * To manage NEA's projects in Coventry

- * To identify other opportunities for NEA in the West Midlands region, though assistance with project development and fundraising will be available from other NEA staff

The post is currently based at:

NEA Coventry Area Office
The Energy House
22 Harnall Lane West
Coventry
CV1 4WZ

Whilst it is expected that the NEA West Midlands Regional Co-ordinator will be based at this office, NEA would be prepared to consider basing the post holder at other locations in the West Midlands. It is expected that the postholder will undertake travel throughout the West Midlands. The postholder will also be required to undertake periodic travel throughout England, which may require overnight stays.

TERMS AND CONDITIONS OF EMPLOYMENT

- Salary:** The salary range is £23,749 to 27,594, equating to Local Government scales S01 to S02. The 2008//9 Pay award is pending.
- Hours of work:** 37 hours per week, Monday to Friday on a flexi-time basis. Applicants must be willing to work away from home as required. In the event of work undertaken on evenings or weekends, and which may involve travel away from the office, time off in lieu of payment is given.
- Holidays:** 25 days, plus 3 additional days in the Christmas/New year period, plus all public holidays.
- Pensions and other benefits:** NEA offers a money-purchase, non-contributory pension scheme, and 14½% Basic Salary will be paid by NEA into the pension. NEA also offers a death-in-service benefit scheme and a long-term sickness benefit scheme.
- Office:** The post is currently based in Coventry.
- Smoking:** NEA has a firm "No Smoking" policy.

INTERVIEWS

Interviews will be held in Coventry on 12 August 2008.

APPLICATION PROCEDURE

Applications should be submitted on an NEA application form and be accompanied by a letter outlining why the applicant is interested in the post; their qualifications and experience that they feel are appropriate and any other relevant information. **Applications by CV will not be accepted.**

Applications will not be acknowledged unless applicants enclose a stamped addressed envelope.

The closing date for applications is **4 August 2008** and they should be sent to:

Karen Crawford (Ref WMRC)
National Energy Action
St Andrew's House
90-92 Pilgrim Street
Newcastle upon Tyne
NE1 6SG.

If you would like an informal discussion about the post, please call Lorraine Donaldson, Operations Manager on 01484 223 489 or Peter Sumbly, Director of Operations on 0191 261 5677.

NEA aims to be an equal opportunities employer. We welcome applications from all people who have the necessary skills and experience for the post.

REGIONAL CO-ORDINATOR – WEST MIDLANDS JOB DESCRIPTION

Responsible to: Operations Manager

Responsibilities:

- 1 Promote good practice in the implementation and delivery of the Government's Fuel Poverty Strategy within the East Midlands Region.
- 2 Co-ordinate the work of NEA within the East Midlands Region.
- 3 To manage NEA projects to achieve the project objectives and meet the project targets.
- 4 To manage the project office and supervise staff appointed to projects.
- 5 To develop, manage, promote and deliver a range of programmes, as agreed with funders of the projects for which the NEA East Midlands office has responsibility, which will include some or all of the following:
 - * energy advice provision for local agencies and vulnerable households
 - * promotion of grant assistance for energy efficiency improvements within the local housing stock (including development of grant assistance referral networks, surveys, specification of measures and liaison with contractors)
 - * energy education initiatives
 - * presentations and basic energy awareness training on energy efficiency topics to community and voluntary organisations, and others working with fuel poor households, and organisations of more advanced training for those who wish to develop a more specialised interest
- 6 To liaise with appropriate voluntary, statutory, local authority, private sector and government agencies and the fuel utilities, to secure the effective delivery of the projects.
- 9 To publicise the work of NEA in East Midlands as widely as possible, in accordance with procedures agreed by partners and in liaison with NEA's Operations Directorate.
- 10 To develop further programmes of work within the project area, in liaison with appropriate organisations, and to secure funds for their implementation.
- 11 To represent NEA at appropriate forums and events.
- 12 To maintain appropriate records and statistics, and monitor and evaluate the progress of work towards project targets.

- 13 To produce regular written reports on its progress and achievements for project funders and the management and committee structures of NEA.
- 14 To contribute to the delivery of other NEA work programmes and projects.
- 15 Any other duties as may be agreed from time to time.

Grade: Scale S01-S02

PERSON SPECIFICATION

Candidates should meet the following requirements:

Essential Requirements:

- 1 Experience of developing and/or managing projects in the fields of energy efficiency, community development and regeneration, housing, social policy or consumer issues.
- 2 Awareness of the environmental, social and economic problems of deprived areas and the roles of the public, private and voluntary sectors in tackling them.
- 3 Self-motivation and the ability to work with limited supervision.
- 4 Excellent written and oral communication skills.
- 5 The ability to work with a wide range of people and experience of working with low income and/or other disadvantaged groups.
- 6 Tact and diplomacy when liaising with a wide range of organisations, and sensitivity to local needs.
- 7 Education to a degree level, equivalent qualifications, or relevant experience.
- 8 A reasonable level of numeracy with basic keyboard skills, preferable in word processing.

Desirable Requirements

- 1 Knowledge of energy efficiency, particularly within the domestic sector. Knowledge of energy efficiency within community buildings would also be relevant.
- 2 Knowledge of grant assistance available for energy efficiency improvements to low-income households.
- 3 Experience of the provision of advice to low-income households in energy efficiency or related fields.
- 4 Experience of the preparation, administration and delivery of training.
- 5 Experience of the preparation and delivery of presentations.
- 6 Computing skills including spreadsheets and databases.