



Action for Warm Homes

Project Development Co-ordinator (Maternity Cover fixed term post) Directorate of Operations: Community Engagement and Demonstration

£25,482-£30,169 (Points 18-25) + 11½% non-contributory pension

Job Details

Background information on NEA

(i) NEA – the national energy charity

National Energy Action (NEA) is the national charity which works to improve and promote energy efficiency and aims to bring social, environmental, housing and employment benefits. Working in partnership with central and local government, fuel utilities, housing providers, consumer groups and voluntary organisations, NEA aims to eradicate fuel poverty and campaigns for greater investment in energy efficiency to help low income and vulnerable households achieve affordable warmth. NEA currently employs 78 staff at our national headquarters in Newcastle upon Tyne and in regional offices across England, Wales and Northern Ireland.

NEA achieves its objectives through:

- Developing and managing practical projects which demonstrate innovative ways of tackling fuel poverty and bringing the wider benefits of energy efficiency to communities.
- Carrying out research and analysis into the causes and extent of fuel poverty and the developing policies which address the problem;
- Providing advice and guidance on good practice in delivering energy efficiency services to low income householders;
- Providing direct advice and support to clients who may be struggling to heat their homes affordably;
- Developing national qualifications and managing their implementation to improve the 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;

NEA has established a profile as the leading national fuel poverty charity. Please visit our website at www.nea.org.uk to find out more about our work.

(ii) The Operations Directorates

NEA’s structure incorporates two Operations Directorates which are responsible for the delivery of all of NEA’s practical projects and training services. Responsibilities of the two directorates are divided as follows:

Directorates of Operations	
Community Engagement and Demonstration (UK)	Skills, Standards and Delivery Mechanisms (UK)
<ul style="list-style-type: none"> • Community Engagement • Operational Partnerships • Project Design and Delivery • Benefit Entitlement and Claim Support 	<ul style="list-style-type: none"> • Training and Education • Technical Services • Project Design and Delivery • Engagement with Smart Meter Roll Out

NEA obtains sponsorship and funding from a range of sources to enable the charity to meet its objectives to work with public, private and community sector partners to develop innovative projects which seek to establish good practice in bringing affordable warmth solutions to low income and vulnerable households. Lessons learned from

project delivery are evaluated in order to inform NEA's policy recommendations to central and local government, consumer bodies or other partners. The Directorates consist of staff with a range of skills, including specialisms in community engagement and partnership development, technical understanding of energy efficiency measures, training delivery and skills development (including examination and assessment), fuel debt advice and the health impacts of fuel poverty.

About the post

This is a maternity cover fixed term role of up to 12 months. Secondment applications are also welcome.

The post holder will be responsible for the delivery of a range of projects which will demonstrate good practice in delivery of affordable warmth for low income and vulnerable householders. This will require an understanding of the development of partnership working with local authorities, housing providers, energy sector partners and community sector or health sector agencies. Currently NEAs main work programmes involve direct to householder advice and support on energy; principally available grants and rebates, energy efficiency help, fuel debt and how to save money on energy bills.

The post holder will be responsible for overseeing the delivery of project outputs and outcomes, for the delivery of energy and fuel debt advice directly to householders, for the preparation of reports to funders including collation of evidence of outcomes achieved. The post holders will need good organisational skills, excellent written and communication skills as well as an understanding of energy efficiency and the needs of low income, vulnerable or disadvantaged householders. The post holders will also be involved in assisting with the identification of opportunities for new project activity.

This post provides an exciting and rewarding opportunity to help the charity deliver its work programme and build its profile amongst regional stakeholders whilst developing and working on projects that bring social benefits and improvements to the well-being of low income and vulnerable householders whilst also meeting environmental goals.

As NEA is a national charity, there is an expectation that delivery of project activity may also require periodic travel throughout England. There is no specific geographical location for the role as NEA so we welcome applicants from all over England.

Term and Conditions of Employment

Salary:	The salary range is £25,482 - £30,169 (Points 18-25 plus London weighting of £3,300 if applicable)
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.
Contract:	This post is a fixed term maternity cover post for up to 9-12 months
Holidays:	25 days, plus 3 additional days in the Christmas/New year period, plus all public holidays per annum.
Pensions and other benefits:	NEA offer a money-purchase, non-contributory pension scheme. 11½% of basic salary will be paid by NEA into the pension. NEA also offers death-in-service cover to state retirement age and enhanced sick pay.
Office:	Office location can be determined once the successful candidate is appointed.
Smoking:	NEA has a firm "No Smoking" policy.

Interviews

Interviews will be held over Zoom/Teams and instructions on how to join will be provided in advance.

Application Procedures

Applications should be submitted on an NEA application form. Use this form to detail why you are interested in the post, your qualifications, experience and any other relevant information. CVs are not accepted.

For an informal chat about this vacancy please contact either Danni Crosland on 07711 593065 or Peter Sumbly on 07850 753698.

The closing date for applications is Wednesday 20th January 2021 at 5pm. Interviews will likely be held on Tuesday 26th January 2021.

Please email your completed application to: tracy.norris@nea.org.uk.

NEA aims to be an equal opportunities employer. We welcome applications from any applicant who has the necessary skills and experience for the post.

Job Description

Post: Project Development Co-ordinator

Grade: Scale 6-SO1 Points 18-25 (plus London Weighting of £3,300 if applicable)
+ 11½% non-contributory pension

Responsible to: Project Development Manager

Project responsibilities will be allocated commensurate with the grade of the post holder

Responsibilities:

- 1 To supervise and deliver the NEA work programmes for which the post holder has responsibility, commensurate with grade, to achieve outputs and outcomes as agreed with project funders.
- 2 Liaise with the Programme Director/DCX regarding the allocation of resources for projects.
- 3 To work with the Project Development Manager to identify and develop new programmes of work including preparation of funding applications, presentation of funding proposals to relevant funding bodies and to ensure effective liaison of NEA's work programme with other activities within NEA.
- 4 To liaise with appropriate voluntary, statutory, local authority, private sector, government agencies, fuel utilities and other relevant organisations to secure the effective delivery of projects.
- 5 To maintain appropriate records, statistics and performance data in order to ensure the progress of work towards project targets is monitored and that project outcomes may be fully evaluated.
- 6 To produce regular written reports on project progress and achievements for project funders and for NEA management, including final reports detailing project achievements and outcomes.
- 7 To promote the work of NEA as widely as possible, in accordance with procedures agreed with partners, funders and NEA's Communications & External Relations Directorate.
- 8 To contribute to the development of further programmes of work, commensurate with grade, in liaison with appropriate organisations, and to assist in securing funds for their implementation.
- 9 To represent NEA at appropriate forums and events.
- 10 To contribute to the delivery of other NEA work programmes and projects.
- 11 Any other duties as may be agreed from time to time.

Person Specification

Post: Project Development Co-ordinator

Candidates should meet the following requirements for the post:

Essential Requirements:

- 1 Experience of working on 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 Knowledge of energy efficiency measures available to householders
4. Self-motivation and the ability to work with limited supervision.
- 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 ability to gain understanding of local needs.
7. Excellent written and oral communication skills together a reasonable level of numeracy and keyboard skills in word processing.
8. Experience of the provision of advice to low-income households in energy efficiency or related fields.

Desirable Requirements:

1. Education to a degree level, equivalent qualifications, or relevant experience.
2. Knowledge of energy efficiency, particularly within the domestic sector. Knowledge of energy efficiency within community buildings would also be relevant.
3. Knowledge of grant assistance available for energy efficiency improvements to low-income households.
4. Experience of the preparation and delivery of presentations.
5. Computing skills including word processing, spreadsheets and databases.