



Action for Warm Homes

Director of Homes

Job Details

Background information on NEA

NEA – the national energy charity

National Energy Action (NEA) is the national charity which works to eradicate fuel poverty and campaigns for greater investment in energy efficiency to help those who are poor or vulnerable to able to stay affordably warm. NEA works in partnership with central and local government, fuel utilities, housing providers, consumer groups and voluntary organisations, to promote energy efficiency with the aim of bringing social, environmental, housing and employment benefits to communities. NEA currently employs 90 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.
- 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 is the leading national fuel poverty charity. Please visit our website at www.nea.org.uk to find out more about our work.

NEA's Structure

NEA is governed by a Board of Trustees and headed up by its Chief Executive Officer. The Charity comprises five distinct Directorates:

- Policy and Advocacy
- Support Services
- Communities
- Development & Partnerships
- Homes.

The post of Director of Homes is a newly created post that reports to the Chief Executive.

About the post

The position will lead the Directorate of Homes and will be at the forefront of NEA's work to improve the lives of people in fuel poverty.

This is a new post incorporating NEA's existing practical projects that seek to improve the homes of people in fuel poverty but with a mandate to drive and strengthen our work in this area. Using practical experience to influence/inform the Charity's policy position is a fundamental outcome of this work and will be an integral part of the role. Similarly, the post will involve providing knowledge and expertise to regional and national debates on retrofit, decarbonisation and affordable warmth. The post will involve management of a small team as well as oversight of projects delivered by NEA staff from across Directorates as well as external contractors and partners. The post sits within NEA's Senior Leadership Team and the postholder will play an active role in achieving the Charity's strategic objectives through leadership, collaboration, support and exemplary delivery.

The job description provides a list of the duties of the post and the person specification provides the list of essential and desirable criteria. For an informal chat about any further details relevant to this post please contact Lorraine Donaldson, NEA's Head of Major Projects on 07714 294025.

Covid – 19

NEA continues to review and act on Government guidance to prioritise safe working conditions for all staff and therefore most of our staff are currently working from home. If a designated office base is agreed, temporary home working will be discussed with the post holder as appropriate to current and developing circumstances.

Term and Conditions of Employment

Salary:	The salary range is £63,062 - £67,417 (Director Scale) – starting salary is dependent on experience. (Plus £3,300 London Weighting 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.
Holidays:	25 days, plus 3 additional days in the Christmas/New year period, plus all public holidays per annum.
Pensions and other benefits:	NEA offers 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. NEA also offers: Flexible Working, Enhanced Family Friendly payments (e.g., Maternity, Paternity and Adoption Entitlements), Eye Test Payments, Bicycle Loans Employee Assistance Programme.
Office:	Flexible location, temporarily remote, but post-holders must be resident within the UK and able to prove their right to work in the UK. Post holders must also be willing to travel throughout the UK, including overnight stays as appropriate.
Post Status:	Permanent.

Interviews

Interviews will take place on 7 and 8 September 2022, these could be in person or virtually. Please indicate in your application if you will be available on these dates should you be selected for interview. Candidates are not expected to be present for the full two days.

Shortlisted candidates selected for interview will be notified by **Tuesday 30th August 2022** when we will confirm time and location of interview.

Application Procedures

Applications should be submitted on an NEA application form. Please quote reference number: **R13**. Use this form to detail why you are interested in the post, your qualifications, experience and any other relevant information. **Unfortunately, we are unable to accept CVs.**

The closing date for applications is 12 noon on **Wednesday 24 August 2022**.

How to apply:

- [Apply Online](#)
- Download the application form below and email to jobs@nea.org.uk
- Or post to HR Team, NEA, West One, Forth Banks, Newcastle upon Tyne, NE1 3PA

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: Director of Homes

Responsible to: Chief Executive

This post leads NEA's work to improve the lives of people in fuel poverty through improvements to building fabric and heating systems. It will strengthen NEA's expertise and authority in this space across our activities.

KEY ACCOUNTABILITIES:

1. Board and Governance

- 1.1 Report to the Board of Trustees on matters which is the responsibility of the Director of Homes.
- 1.2 Assist the Deputy Chief Executive in ensuring that NEA complies with all the constitutional, legal and regulatory standards required of a charity and company.

2. Strategy, Planning and Control

- 2.1 Understand and promote the contribution to tackling fuel poverty of energy efficiency, retrofit programmes, heating systems and low carbon innovation.
- 2.2 Understand and develop NEA's position in a competitive, commercial marketplace contributing to organisational growth through the management of opportunity identification and partnership development.
- 2.3 Support the Chief Executive in implementing strategic changes to help the charity meet its objectives.
- 2.4 Implement operational management systems that measure performance against key indicators in the business plan, and outputs/outcomes of projects.
- 2.5 Advise the Chief Executive and the Senior Management Team on strategic and operational matters related to energy efficiency retrofit and heating systems
- 2.6 Build and manage new and existing strategic partnerships
- 2.7 Ensure delivery insight and outcomes meet NEA strategic priorities and can inform development of NEA advocacy priorities
- 2.8 Work closely with the Directors of Operations to ensure that operational programmes are well co-ordinated and adequately resourced

3. Leadership & Management

- 3.1 As a member of SMT this post involves strategic planning and leadership across the organisation; setting objectives; establishing priorities; establishing budgets and monitoring and evaluating results

- 3.2 Direction of NEA projects with particular focus on energy efficiency retrofit and heating systems as solutions to fuel poor and vulnerable households
- 3.3 Maintain NEA's position as the leading UK fuel poverty charity and ensure its aims and objectives are understood
- 3.4 Ensure projects meet relevant technical standards and contractual obligations
- 3.5 Lead and support managers in all aspects of programme development and delivery; including structure, planning and resources, budgets, compliance and delivery, evaluation and reporting results
- 3.6 Champion and drive the delivery of quality products and services for low-income households and share learnings from practical experiences to influence policy in this area.
- 3.7 Act as a spokesperson for the charity.

4. Service Provision and Development

- 4.1 Identify new opportunities for the charity to meet its strategic goals, design programmes, develop a work programme and funding streams to fulfil these
- 4.2 Develop and maintain an understanding of funding streams that could support the direction of travel for the directorate as described previously.
- 4.3 Ensure NEA projects meet NEA objectives, comply with relevant technical standards and contractual requirements.
- 4.4 Ensure NEA delivers energy efficiency and other services to the highest possible standards and behaves ethically in demonstration projects.
- 4.5 Functional management support is delivered on key areas of responsibility.
- 4.6 Represent the organisation at a range of seminars, conferences and other events, including speaking and making presentations on the work of NEA and fuel poverty issues at such events, and act as a senior spokesperson for the charity.

This should not be viewed as an exhaustive list of duties, but as the framework for the role.

SALARY : Director Scale Ref: V1.03/18

Person Specification

Skills/Experience:

Essential	Desirable
<ul style="list-style-type: none"> • Commitment to NEA mission and objectives • Successful track record of directing major programmes with complex funding arrangements delivering to target, on time and to budget • Demonstrable experience of successfully leading large multi-disciplined project teams that include both internal and external members • Proven and evidenced senior management experience • Evidenced successful track record in securing contracts through commercially-tendered bids, commissioning or procurement by private and public bodies • Preparing budgets, and financial and written reports to a high standard • Competent user of Project Management Software packages 	<ul style="list-style-type: none"> • First or second degree in building sciences, engineering, environmental studies • Management qualification • Understanding of fuel poverty policy context • Experience in, or working knowledge of, the retrofit sector • Understanding of PAS 2030 and 2035 • Understanding of innovation in low carbon heating technologies • Contract management of energy efficiency, retrofit or other relevant programmes. • Relevant CDM qualifications