



## **Job Description**

<b>Job Title:</b>	Community Energy Advisor.
<b>Location:</b>	Bryson Energy
<b>Accountable To:</b>	Senior Manager – Advice Projects.
<b>Job Purpose:</b>	The post-holder will work as part of a team delivering energy related advice across Northern Ireland in partnership with the Northern Ireland Housing Executive and other partners. Bryson Energy services are delivered by a team of fully trained advisors and complement its associated sustainable energy programmes.

## **Key Tasks**

1. To provide advice to the public at events, exhibitions, in schools and in the home.
2. To advise individuals on energy efficiency, the efficient use of heating systems, budgeting, switching, condensation, renewable energy technologies and benefit entitlement.
3. To visit primary schools to deliver energy talks to Key Stage 2 pupils, as required.
4. To conduct presentations to community groups on energy efficiency.
5. To meet all project targets.
6. To maintain accurate records of all visits/activities.
7. To carry out administrative and clerical duties in support of programmes including the inputting of data and compiling reports for various programme funders.
8. To attend meetings with funders, as required.
9. To report to the Senior Manager on an agreed basis.
10. To participate in regular project team meetings with Senior Manager and other staff.
11. To ensure that adequate supplies of literature and other materials are available.
12. To adhere to all policies and procedures as advised by the Programme Coordinator.

## **General**

13. To visit homeowners, tenants, landlords, schools, community groups and businesses to provide practical advice and training on energy conservation.
14. To utilise presentation and public speaking skills to promote energy conservation

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15. To attend and completing training courses, as required,
16. To participate in individual supervisions with Line Manager.
17. To ensure that the Bryson Energy Code of Conduct, Health & Safety, Lone Worker, Data Protection, Equal Opportunity and all other relevant policies as they apply to the services are followed at all times.
18. To ensure a high level of customer service in accordance with Bryson Energy's policy and with project objectives.
19. To handle all complaints in accordance with Bryson Energy's procedures.
20. To support other Bryson Energy projects and staff, as required.
21. To participate in Bryson Energy organisational development, as required.
22. To participate and contribute to all ISO audits.
23. Such other relevant duties, as may from time to time, be allocated.

Bryson Energy staff are expected to carry out their own administrative/IT work, including word processing, internet research, email, maintenance of records, timesheets, expenses and answering direct phone calls.

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post-holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

**Terms and Conditions:**

Length of Contract: Fixed Term: To be reviewed September 30<sup>th</sup> 2018

Salary: £15,152

Hours: 35 Hours per week (occasional weekends)

Holidays: 12 statutory days pro rata  
20 annual days (pro rata)

Probationary Period: 6 months

Notice: 4 weeks in writing

All employees of Bryson Charitable Group are required to respect individuals' right to privacy, dignity, choice & independence.

**BRYSON CHARITABLE GROUP SICK PAY SCHEME APPLIES**

**BRYSON CHARITABLE GROUP PENSION SCHEME APPLIES**

**BRYSON CHARITABLE GROUP OPERATES A NO SMOKING POLICY - WE THANK YOU  
FOR NOT SMOKING DURING WORKING HOURS**

**Person Specification**

Criteria		Essential	Desirable	To be tested
Qualifications	5 GCSE's @ Grade C level standard or equivalent	√		Application form
	A qualification in Energy Efficiency or Renewable Energy		√	Application form
Experience	Minimum of one year's experience in an advice giving role	√		Application Form
	Proven computer skills including email, internet, databases and spreadsheets	√		Interview
	Broad understanding of energy efficiency and renewable energy.	√		Application Form / Interview
	Experience of customer care	√		Interview
	Experience of recording data and delivering in a report format	√		Interview
Knowledge	Commitment to the delivery of a high quality service	√		Interview
	Commitment and enthusiasm for advice giving	√		Interview
	Experience in using Microsoft Office, Excel and Access	√		Interview
	Experience in general office management skills	√		Application Form / Interview
	Knowledge and experience in providing advice on energy efficiency	√		Application Form / Interview
	Ability to assimilate information and communicate it clearly.	√		Application Form / Interview
Skills and Aptitudes	Excellent communication skills	√		Interview
	Ability to work within a team or on own initiative, support team decisions	√		Interview
	Ability to work to tight deadlines	√		Interview
	Experience in a similar environment and excellent telephone skills are essential	√		Application Form / Interview
	Ability to follow office systems and keep tidy and efficient records	√		Interview

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Other requirements	Full Driving Licence and use of a vehicle for work purposes (the successful application must be willing to travel across Northern Ireland for purposes of work)	√		Application /Interview
	Access NI disclosure/background check.	√		On appointment
	Flexible approach to working hours	√		Interview