

Job Information Pack

This pack contains the following information:

- Job details
- The application process
- Contact details
- Information about Changeworks
- Information about the team the job is based with
- Job description
- Person Specification
- Additional background information

Please note: Due to anticipated high volume of applications, if you have not been contacted with in two weeks of the application closing date, you can assume that you application has been unsuccessful.

Job details	
Job title	Community Engagement Officer – Orkney
Job reference	HISCEO – Orkney

The application process	
Application deadline	12 noon Friday 30th July 2010
Interview date	Wednesday 4th August 2010 (If you do not hear from us by this date you can assume your application has been unsuccessful)
Interview location	To be confirmed
Interview format and length	To be confirmed

Contact details	
Completed Application Forms with a covering letter which highlights your skills and interest in this job to be sent to	Recruitment HIS Team Changeworks 36 Newhaven Road Edinburgh EH6 5PY Or jobs@changeworks.org.uk
General enquiries about this job	Dawn Mckenzie - Administrator 0131 555 7840
For an informal discussion about this job	Carol Aitken – Home Insulation Scheme Assessment Manager – 0131 468 8681 or 07540 412 403

About Changeworks

Changeworks exists to improve quality of life and to protect the environment.

We work with passion, integrity and in collaboration to develop and deliver innovative projects and businesses that inspire and empower people and communities to make a difference.

Our activities:

- Increase energy efficiency and the use of renewable sources of energy
- Prevent waste from going to landfill by reducing, reusing and recycling
- Promote methods of transport with low environmental impact

Resources for life

By providing people with the information they need to make choices that lessen their impact on the environment, we help them to lead safer, healthier, more fulfilled lives. By alleviating poverty and disadvantage we help to foster social justice and equality of opportunity. By using the earth's natural resources efficiently we help to protect the rich and diverse planet that is our home and to ensure that those resources are available for everyone, now and in the future.

By changing behaviour we make possible our vision: **resources for life**.

Our History

Changeworks Resources for Life Ltd came into being in June 2006, but in fact was a new chapter in the history of a well-established and successful sustainable development charity. Changeworks' predecessor, Lothian and Edinburgh Environmental Partnership (LEEP) was formed in 1989, itself a re-incarnation of the Lothian Energy Group, by Edinburgh District Council, Friends of the Earth Scotland and the Centre for Human Ecology.

As LEEP grew it undertook increasingly complex and ambitious grant funded projects, particularly on behalf of local authorities in South East Scotland. LEEP established the Energy Efficiency Advice Centre on behalf of the Energy Saving Trust in 1993 and was registered as an Environmental Body under the landfill tax credits system, which supported recycling initiatives until 2003. LEEP's grant funded work sought to find solutions to environmental problems in energy, waste and transport with a particular focus on the alleviation of poverty and disadvantage. By 2000, LEEP was highly regarded as a deliverer of innovative projects on the ground, as well as an authoritative voice supporting the development of progressive policy and practice.

Changing our name from LEEP to **Changeworks** was vital in reflecting our work beyond the Edinburgh and Lothian area and our mission and vision were also re-cast to emphasise our focus on sustainable development. For an overview of our current work please visit www.changeworks.org.uk.

About the Home Insulation Scheme Team

Introduction and context

The Home Insulation Scheme is an energy saving initiative. The £30m scheme is managed by the Energy Saving Trust and backed by the Scottish Government, with additional funding from local authorities, housing associations and energy companies.

The Home Insulation Scheme is designed to improve the energy efficiency of houses through promoting and installing insulation and other energy saving measures. A team of Energy Assessors will knock on every door in the selected areas. They will provide energy advice to the householder, gather energy data on the property and seek to sign-up the householder for insulation measures, where the home is suitable. The scheme works in tandem with the Scottish Government's Energy Assistance Package and other programmes such as Orkney Action for Warmer Homes, to help alleviate fuel poverty.

It is an area-based scheme, with the potential to offer advice and assistance to around 200,00 houses this year, with many of these going on to receive measures such as loft and cavity wall insulation. Areas covered by the scheme have been chosen according to criteria including its levels of fuel poverty and carbon emissions, the potential number of treatable houses and the potential for complementary funding.

Along with other initiatives, the scheme contributes to meeting the Government's challenging carbon emission reduction targets, as well as increasing the take-up of domestic energy efficiency measures while helping to tackle fuel poverty.

In delivering the scheme in the Orkney islands, we will be working closely with Orkney Islands Council, community groups, the housing association and other partner organisations to maximise the benefits to householders across the islands.

We expect that the team of Home Energy Assessors will be made up of a combination of new positions and secondments from, or sub-contract arrangements with, local organisations.

Job Description	
Job title	Community Engagement Officer – Orkney
Job reference	HISCEO – Orkney
Salary and grade	<p>£7.50 per hour raising to £9.11 plus 8% pension contribution (Pro Rata)</p> <p><i>Staff will commence on a reduced salary and will move on to this job grade upon completion of a 12 week probation period and passing the City and Guild Energy Awareness Certificate</i></p> <p><i>* All posts are fixed term contracts of approximately six months. Further extension will be subject to confirmation of funding in 2011, and successful bids by local authorities in the respective areas. Full Training in energy awareness will be provided for all Assessor roles.</i></p>
Location of job	Orkney
Hours and terms	Part time up to 14 hours per week
Holiday terms	26 days per annum plus 9 statutory holidays (Pro Rata)

General terms and conditions	
<ul style="list-style-type: none"> • Changeworks operates a flexi-time system with core hours. There are no overtime payments for this post. Some out of hours working will be required. • You will need to undergo a Disclosure Scotland check depending on the requirements of the post. Depending on the nature of any convictions that may be disclosed, Changeworks reserves the right to terminate employment with or without notice. • All of the responsibilities outlined below will be reviewed and modified as necessary through consultation with the Chief Executive. 	

Responsible to	Team Leader
Responsible for	N/A

Purpose of the job	To ensure community engagement and events are organised and ran in a timely and professional manner.
Main tasks and activities	<ul style="list-style-type: none"> • To liaise with the HIS team administrator, logistics and planning • To identify contact points in the community • To liaise with Local Authority, local councillors and community housing representatives • To work with community groups for promotion and joint events • To prepare promotional materials • To liaise with Energy Assessor Team Leaders for timely display of materials

	<ul style="list-style-type: none"> • Working with team leaders to come up with innovative ideas to engage with the community • Working with the ESSac and marketing managers to co-ordinate any joint events. • Ensure teams have appropriate materials to run events • Liaise with planning to ensure events are co-ordinated with door knocking activity.
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Responsibilities	
<ul style="list-style-type: none"> • Maintaining accurate records of where and when communication has been sent to within the community • Managing communication to ensuring effective communication in preparation for events • Liaising with EST regarding marketing materials • Controlling stock of marketing materials • Working to deadlines to ensure that the Home Insulation Scheme performance targets set by the Scottish Government and the Energy Saving Trust are met. • Maintain effective relationships with the field based teams to assist in the positive engagement all customers will experience from the Home Insulation Scheme. • Always working with sensitivity to the needs and concerns of vulnerable households • Ensuring that communication materials are provided in accordance with the standards set out in the Energy Saving Scotland advice centre contract and the various operating procedures. • To ensure that all data is handled with sensitivity and in accordance with the Data Protection act. • To respond appropriately in respect of any agreements signed with local partners within the chosen areas. 	
Supervision and training received	
<ul style="list-style-type: none"> • Training as required from time to time 	
Key contacts	
<ul style="list-style-type: none"> • The post holder will be in regular contact with all Home Insulation Scheme project staff 	
Complexity	
<p>The post holder must be able to:</p> <ul style="list-style-type: none"> • Communicate clearly and effectively with all relevant stakeholders • Manage a number of different requirements and requests at the same time • Analyse and assess alternative solutions 	
Creativity	

- Developing new processes and solutions in support of the Home Insulation Scheme project

Special Conditions

- Leave periods need to be coordinated and authorised in advance in order to meet projected targets
- Some travel and overnight stay around Scotland will be required.

Person specification		
Please explain how you meet the following criteria in your job application		
Job Related Knowledge and Skills:	Essential	Desirable
Excellent time management and prioritisation skills	✓	
Good numeric and literacy skills	✓	
Excellent communication skills, both verbal and written	✓	
Good presentation skills	✓	
Good IT skills	✓	
Ability to manage own time and work with minimal supervision	✓	
Ability to deal with customer complaints and handle sensitive issues effectively	✓	
Knowledge and understanding of energy efficiency, fuel poverty, renewable energy and transport energy matters		✓
Possession of practical and relevant knowledge in respect of the efficient use of energy in residential property		✓
Qualifications, General Education & Experience:		
Standard grades or equivalent in English Language and Mathematics	✓	
Experience of working in a customer care focused organisation	✓	
Experience of working to tight targets and timescales	✓	
Experience of working with a range of customers from a diverse range of backgrounds	✓	
City and Guilds 6176 in Energy Awareness		✓
Personal Qualities:		
An enthusiastic and positive person able to work on his/her own initiative with high personal standards in respect of work ethics	✓	
A good team member, self motivated and keen to foster a spirit of cooperation within the organisation	✓	
Confident and outgoing and able to deal effectively with people from a diverse range of backgrounds	✓	
Motivated by the desire to achieve objectives and targets	✓	
Diligent and attentive to detail	✓	
High standard of customer service and the ability to communicate difficult subject matters easily	✓	