

Volunteer Role Description

Role Title	Energy Advice Volunteer (Inverness based)
Outline of the role	<p>As an Energy Advice Volunteer you will support colleagues from the Low Carbon Communities Team, the Affordable Warmth Team and Home Energy Scotland as they deliver outreach events across the Highlands.</p> <p>You will provide light touch energy advice to members of the public, helping them to understand how to reduce their energy use and minimise their carbon emissions.</p> <p>Volunteering opportunities could involve attending local events, and/or supporting colleagues to deliver targeted energy advice to people through doorstep engagement in specific areas.</p> <p>You will support staff members and will maximise engagement and the support available.</p> <p>Additional office-based volunteering opportunities may occasionally arise, i.e. helping with printing and posting and data entry tasks.</p>
Skills, Attitudes and Experience needed	<p>No prior skills or experience are needed. However, the volunteer will need to have:</p> <ul style="list-style-type: none">• An enthusiastic and positive approach• An ability to communicate confidently face-to-face with members of the public• Ability to proactively approach the public• Ability to follow Changeworks' process for event management including managing customer data in a secure way• Flexible outlook and ability to adapt approach• Good personal organisation
Benefits to the volunteer	<ul style="list-style-type: none">• Be trained in delivering Energy Efficiency Advice• Understand your own energy use.• Travel and subsistence expenses covered• Additional training opportunities available• Be eligible to apply for internal vacancies• References offered after 3 months of volunteering• Receive a Certificate of Achievement• Use our logo on your Linked In profile• Meet like-minded people
Where	Various locations around Inverness and the Highlands

When	All upcoming opportunities are advertised on the Volunteer Portal and via our fortnightly volunteer newsletter
Number of volunteers required	Variable
Support and training	All volunteers must undergo- <ul style="list-style-type: none">• Data protection training• Energy Advice for Events training (2.5 hours online)• Environmental Induction
Time commitment	Volunteers choose which events and activities they want to support according to their own availability. Please note most events take place Monday-Friday within office hours with the occasional weekend event. We expect volunteers to give around 2 hours per month.
How to apply / what happens next	Please register your interest in volunteering through the website or contact us directly using the details below. A Volunteer Coordinator will follow up with you to arrange an introductory chat via Teams. This is your chance to find out more about the role.
Further information, please contact	volunteering@changeworks.org.uk or Kathleen Vaughn – Volunteer Coordinator kvaughn@changeworks.org.uk 07818 167 615 Work days: Tues to Thurs + Friday AM
