

POWERDOWN HOME ENERGY CARBON REDUCTION PROJECT

Energy Efficiency Officer Information Pack

This pack contains the following information:

- Role details
- The application process
- Contact details
- Information about Lauderdale Development Trust
- Information about the Powerdown Projects
- Role description
- Person Specification

Role details	
Title	Energy Efficiency Officer
Job reference	EEO-LDT
Salary	£15,000 – 18,000 based on experience
Contract Length	Post funded up to 31 st March 2011
Hours	Duties fulfilled under contract independently, however evening and weekend work will be necessary for which no extra payment will be made.
Location	Lauderdale (Lauder, Oxton and Blainslie)
The application process	
Application deadline	12.00, 21st May 2010
Interview date	Interviews: 27 th May 2010
Interview location	TBC, Lauder
Interview format and length	Face to face interview with Review Panel
Contact details	
Enquiries and completed application forms to be submitted to	Kimberly Shaw-Walker Development Worker/Community Powerdown Officer The Smiddy East High Street Lauder TD2 6SX Kim.shaw-walker@ldtrust.org.uk or powerdown@ldtrust.org.uk

The Smiddy, Old Causeway, East High Street, Lauder TD2 6SX

www.ldtrust.org.uk

Company No: SC296631 Scottish Charity No. SC037420

About Lauderdale Development Trust

The Lauderdale Development Trust was founded for the purpose of improving the social, economic and environmental well-being of Lauderdale. The Trust works closely with various community groups to offer a range of services and development projects that will benefit the community. The Trust is a membership based organisation, with an elected Board of Directors.

The Trust has successfully managed a number of community events and consultation projects as well as developing a number of other projects to improve the local Public Hall, leisure centre and are playing an active role in the development of other sites through the Community Right to Buy scheme to maintain a community focus in development as well as enhance the range of services available to those living in the Lauderdale area.

For an overview of our current work please visit www.lauderdaledevtrust.org.uk.

Powerdown Project

Lauderdale Development Trust is one of 25 community groups participating in the Powerdown Project Consortium funded by the Climate Challenge Fund. As one of the four core projects, LDT is facilitating a Carbon Reduction Project for households in the area to undergo a Home Energy Assessment and participate in a year long series of exercises to help reduce carbon emissions by 50 tonnes by March 2011. Participants will benefit from one to one support from the Trust and project partners to access new technology and renewable energies for their homes as well as awareness of latest advancements and ways to maximise energy use with minimum carbon emission.

JOB DESCRIPTION

RESPONSIBILITIES

- To give energy advice to householders within the Lauderdale area
- To carry out home visits to provide householders with home energy advice and to carry out follow up visits to monitor the outcomes of energy advice visits
- To assist LDT in raising awareness of importance of reducing carbon emissions and energy consumption
- To assist LDT in promoting carbon reduction, renewable energy and recycling/re-use opportunities.
- To assist with the organisation and facilitation of themed events promoting carbon reduction, renewable energy, recycling/re-use opportunities, sustainable transport and local food.
- To assist community engagement activities e.g. community events, community consultations and surveys
- To monitor and record the outcomes of the project and to produce reports
- To attend meetings and conferences as required to liaise with other community groups and project partners
- To attend necessary training courses
- The post holder may be required to perform other duties relevant to the post

PERSON SPECIFICATION

Essential

- Must live within a 10 mile radius of Royal Burgh of Lauder
- Must be 18 years of age or older
- Educated to a degree level in relevant field
- Excellent communicate skills – written and oral
- Ability to interact with a wide range of people both face to face, conversational and in writing
- Excellent organisational skills
- Strong IT skills
- Strong Maths skills
- Ability to work both in a small team and to work alone with minimal supervision
- Ability to handle personal information and issues discretely
- Ability to see task through to completion
- Ability to work flexibly including evenings and weekends
- Sufficient level of education to undertake energy advice training
- Basic understanding of energy efficiency and renewable energy
- Access to car and clean driving licence

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Desirable

- Presentation skills
- Report writing skills
- Experience of working in a community organisation
- Experience of working with volunteers
- Experience of event organising
- Practical work experience in a relevant field e.g. renewable energy
- Higher education qualification in environmental science or a subject related to climate change or sustainability
- Knowledge or experience of community engagement projects and techniques

SUPERVISION

Post holders will be responsible to Lauderdale Development Trust's Board of Directors reporting to the Development Worker/Community Powerdown Officer on a day to day basis.

For Further Information Contact:

Kimberly Shaw-Walker

Development Worker/Community Powerdown Officer

The Smiddy

East High Street

Lauder

TD2 6SX

Kim.shaw-walker@ldtrust.org.uk or powerdown@ldtrust.org.uk

01578718927

Closing date for applications is 21st May 2010 at 12:00.

Interviews will be held 27th May 2010 ONLY.

Start date Tuesday 1st June 2010 with no exceptions due to limited time of contract.