



CANDIDATE PACK



Green Doctor

Who are we?

Our vision at Groundwork is of a society of sustainable communities that are vibrant, healthy and safe, which respect the local and global environment, and where individuals and enterprise prosper.

Our mission is to inspire people and deliver positive sustainable change in places of need across the North. To achieve our aim we work with passionate individuals, proactive public services and innovative businesses.

We work across the North East & Yorkshire helping communities find practical sustainable solutions to the challenges they face. We provide training and create jobs, reduce energy and waste, reconnect people with nature and transform whole neighbourhoods.

We are passionate about changing places and lives for the better. We are always keen to hear from people with the drive and determination to make a difference and have lots of ways you can get involved. By providing a range of training and continuous professional development opportunities at the local, regional and national level we are able to recruit and retain the very best.

Each year Groundwork makes an incredible difference to our local communities. We work on hundreds of individual projects annually that support disadvantaged areas; but what's most important is how we change people's lives. Our programmes and services are tailored to the needs of partners and communities in each locality. When all that local activity is added together, it becomes a major force for regional change. We want you to be yourself at Groundwork and we value everything that makes you unique.

We recognise and celebrate your differences, and together we make Groundwork a special and great place to work. Groundwork is committed to safeguarding and protecting the welfare of children, young people and adults at risk, and expects all staff and volunteers to share in this commitment.

Email: wakefield.hr@groundwork.org.uk

Tel: 0300 3033 292

Post: Human Resources, Groundwork NEWY,
Environment and Business Centre, Merlyn-Rees
Avenue, Morley, Leeds, LS27 9SL



www.groundwork.org.uk



@GWKNEWY

What are we looking for?

The Green Doctor programme is highly regarded, delivering home energy efficiency visits to vulnerable clients across communities. The offer includes installing low cost energy devices, providing advice and guidance, and referring residents on to further support services and agencies.

We are seeking someone with experience and knowledge of energy efficiency and fuel poverty programmes, who can support the delivery of the Green Doctor programme which aims to tackle fuel poverty issues and increase energy efficiency. You'll also have experience of delivering projects in the community, along with providing advice and support.

You will visit homes, undertake assessments, fit practical energy saving measures and then offer energy saving advice to residents. The role will also involve engaging the community to encourage referrals to the Green Doctor programme.

We are looking for a highly organised individual with a high degree of personal motivation and the determination to succeed. With confident interpersonal, communication and influencing skills you'll be able to engage with local people in our communities and partners to generate referrals and ensure a positive customer experience is provided for our Green Doctor Programme. Occasional out of office work is required and we are therefore looking for someone with a flexible and positive approach to work.

Like us, you will love the North East England and want it to thrive. You will be keen to learn and work as part of a team with enthusiasm for the work of local charities and the role of giving to benefit communities.



What difference will you make in the role?

- Through networking opportunities you will raise the profile of our Green Doctor Programme and develop interest to support its success and sustainability.
- You'll support local people in our communities who are most at risk of fuel poverty, offering them practical support to save them money by making their homes cheaper to run and more environmentally friendly.
- Along with all Groundwork employees you will be committed to our purpose, values and mission.



You can find out more about the Green Doctor programme and the service we deliver by visiting our website www.groundwork.org.uk/services/green-doctor

Who you will be working for and with?

Groundwork is an organisation where everyone works together, works hard and takes collective responsibility - striving to make a difference to our local communities.

You will operate as a member of our land and communities team and report to the Land and Communities Programme Manager looking after the North of our region. You will also work closely with partners and people outside of our organisation, such as:

- Local Authorities
- Community Groups
- Health Providers
- Housing Organisations
- Residents
- Householders



What will your duties and responsibilities be?

- » You'll work with our community project team, ensuring that the project fully meets the customer requirements and is delivered on time, within budget and in line with our operating standards.
- » You'll engage with the community and partners to generate referrals into the Green Doctor Programme.
- » Undertake home visits to install simple and effective measures to help residents to reduce their energy consumption and save money.
- » Provide advice to residents and encourage them to further reduce their energy consumption to make cost savings by making practical changes to their behaviour.



- » You'll carry out an energy efficiency survey in each home visited using a tablet computer.
- » Collect data about the property and household.
- » Attend networking opportunities in order to promote the service and develop interest.
- » Produce statistical analysis and progress reports for funders and partners.

What skills and experience do you need to apply?



- Experience of delivering community based projects, achieving deadlines, targets and outcomes.
 - Experience of working with people in the community who are vulnerable and / or in fuel poverty.
 - Experience of providing advice and support.
 - Knowledge of energy efficiency and fuel poverty programmes.
 - Confident interpersonal, communication and influencing skills.
 - Ability to plan and organise workloads.
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- Ability to produce reports and statistical data.
 - Ability to work successfully both autonomously and within a team.
 - A flexible and positive approach to work.
 - Full driving license and access to a vehicle.

It would be good, but not essential, if you also have:

- IAG qualification.
- Knowledge of Ofgem approved community switching sites.
- Understanding of ECO funding and customer eligibility.
- Knowledge of current and emerging relevant environmental legislation, best practice and low carbon technologies.
- Proficient skills in Microsoft Office, including Excel.
- Project management experience.
- Report writing experience.

What will we offer you...

- Competitive salary, circa £20,000 per annum.
- 37 hour working week.
- Excellent holiday entitlement of 25 days, rising to 27 days per annum plus public holidays.
- Family friendly policies to support work/life balance and time off in lieu for out of hours work.
- Business travel expenses.
- A commitment to equality and diversity which ensures everyone can make best use of their skills, free from discrimination or harassment.
- Friendly, team environment where we support each other to achieve.





**WANT TO
APPLY?**



Great, all you need to do is complete the application pack available on our website, located here:

<https://www.groundwork.org.uk/about-groundwork/careers-across-groundwork/>

All completed applications should be sent to:

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