

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Supported by the
Cadent Foundation



PERSON SPECIFICATION

JOB TITLE: Home Energy Advisor, Cumbria

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)						
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate	
Education & Qualifications	1	It is desirable to have one of the following relevant qualifications in energy efficiency or renewable technology: City and Guilds Level 2 (6176) award in Energy Awareness issued by the City and Guilds of London Institute now known as the (6261). Level 3 award in Energy Awareness OR National Vocational Qualification Level 3 (6049-03) Provide Energy Efficiency Services issued by the Qualifications and Curriculum Authority. We will pay for this training whilst working if the selected candidate does not have it	D	*						*
	2	Willing to undertake one of the above qualifications within a designated timeframe.	E							
	3	Qualified and registered to deliver Energy Performance Certificates	D	*						*
Experience	1	Proven track record of relevant work experience including practical DIY projects	E	*	*					
	2	Previous experience of community engagement and delivering community based projects to a diverse range of people including vulnerable groups	E	*	*					

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Supported by the
Cadent Foundation



	3	Experience of working to deadlines and schedules	E	*	*				
	4	Experience of working with people in the community who are vulnerable and / or in fuel poverty	D	*	*				
	5	Experience of working successfully within a team	E	*	*				
	7	Experience in working to targets and achieving outcomes	E	*	*				
	8	Experience of producing written reports based on statistical data	D	*	*				
	9	Experience of managing projects to achieve outcomes.	D	*	*				
	10	Experience of supporting people to save money / energy in their homes	D	*	*				

Knowledge	1	Knowledge of energy efficiency and fuel poverty programmes	E	*	*				
	2	Knowledge of Ofgem approved community switching sites	D	*	*				
	3	Understanding of ECO funding and customer eligibility	D	*	*				
	4	Knowledge of current and emerging relevant environmental legislation, best practice and low carbon technologies	D	*	*				

Personal Skills / Attributes	1	A confident communicator with strong interpersonal, and influencing skills	E	*	*				
	2	Ability to plan and organise your own workload	E	*	*				
	3	Strong practical skills with ability to enable the fitting of energy efficiency measures	E	*	*				

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Supported by the
Cadent Foundation



	5	An understanding of and commitment to environmental initiatives.	E	*	*				
	6	High degree of personal motivation and the determination to succeed	E	*	*				
	7	Flexible and positive approach to work and ability to work autonomously	E	*	*				

Additional Requirements	1	Prepared to undertake occasional work out of hours	E	*	*				
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	*	*				
	3	Hold a full driving license and have access to a vehicle	E	*					*
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	*	*				
	5	This role is subject to an Enhanced Disclosure endorsed by the Disclose and Barring Service	E						*