



Candidate ID Number (for office use only):

GROUNDWORK FIVE COUNTIES

APPLICATION FORM

Job Title

Green Doctor – Energy Advisor

Hours of work

Full time, flexible working considered.

Salary scale

Starting salary £25,750 - once qualified
£27,295

Responsible to

**Green Doctor Team Leader
Partnership and Delivery Manager**

Place of work

**East of Lincolnshire -Hybrid - Outreach in
beneficiary homes and community venues.**

This role profile is non contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of Groundwork Five Counties and the requirements of the job. If you are unable to complete this form in its PDF format, [click here](#) to download a Word version.

Key purpose of the role

- To deliver Home Energy consultations to vulnerable clients in their homes
- To deliver outreach activities in community venues.

Key responsibilities

- To provide tailored energy advice to householders in their homes, at community locations and by phone. Understanding their needs and using coaching skills and knowledge to support behavioural changes.
- Deliver events, energy surgeries and roadshows to raise awareness and generate referrals in local communities. Using social media to increase awareness/uptake.
- Provide in-depth support to people about switching energy supplier, applying for energy related grants and onward referrals to meet client's needs.
- Supplying and fitting small energy saving measures
- Support people to access relevant and complementary services, liaising with other agencies.
- To maintain accurate records and other administrative duties commensurate with the role.
- Book and schedule visits and respond to referrals from funders in a timely manner.
- Work with other Green Doctors to ensure projects are delivered on time, within budget and to agreed quality standards.

Candidate ID Number (for office use only):

People management responsibilities

External

Beneficiaries and other local community providers

Internal

None

Your details

Title (Miss, Mr, Mrs, etc)	Your first name	Your last name

Your address	Your phone number(s)
	Your email address(es)

How did you find this vacancy? (Indeed, LinkedIn, JobCentre, social media, word of mouth, etc)	ID Number (For office use only)

Your education

Please list a brief educational background.

Name and place of educational facility	Qualification gained

Your relevant qualifications, training or courses (optional)

Please give details of any courses, training or qualifications that you feel are relevant to this role.

Name and place of course/training	Qualification gained
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Your employment history

Please give details of your relevant employment history starting with your current or most recent employer.

Current Salary:

Workplace name and location	Job title	Duties in this role	Reason for leaving

Entitlement to work in the UK

To comply with the Immigration, Asylum & Nationality Act 2006, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document if you are successful in your application.

Do you have the right to work in the UK?

Yes / No (Please delete as appropriate)

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Your profile

Please describe why you feel you are suited to the position by providing examples of your experience skills and knowledge within each of the skills sections below. (e.g. personal attributes, relevant experience, skills and knowledge.)

Please use bullet points and no more than 100 words per section.

Example

Example skill	Example answer
To be able to keep calm under pressure, managing multiple demands and successfully multitask.	<ul style="list-style-type: none">• Provided support to a large team of Work Coaches on 3 sites. Balanced requests for advice, caseload reviews, training sessions, managing external partnerships and producing reports successfully.

Your answers

Essential skills/ Knowledge/ Experience	Your answer
Have previous experience or working with vulnerable groups, preferably in their homes.	
To be able to work independently. To plan time and engagement appropriately to reach targets for quality and quantity.	
Effective communication skills, in both verbally and in writing. Evidence of working with key stakeholders and beneficiaries.	
The ability to provide timely reporting on the delivery and impact of your work.	
Good IT skills and knowledge of Microsoft packages.	
Hold a minimum Level 3 Energy Awareness Qualification or be able to work towards one.	Yes / No (Please delete as appropriate)
Ability to drive and permanent access to vehicle.	Yes / No (Please delete as appropriate)

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Your statement

Please tell us why you would like to work with us in this role (max. 250 words)

References

If you are successful in your application and we offer you this role, we will contact the references you enter below. These will not be contacted if your application is unsuccessful.

Reference Name	Relation to you	Contact details

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Equality and diversity monitoring form (optional)

Groundwork Five Counties wants to meet the aims and commitments set out in its Equality Policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but please note. **filling in this form is voluntary.** Please tick the boxes that are relevant to you.

Gender Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please write in:

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

If yes, what is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

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The information in this form is for monitoring purposes only. If need any support that falls under reasonable adjustments for your interview, please let us know:

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual

Prefer not to say If you prefer to use your own term, please specify here:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write :

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children Primary carer of disabled adult (18 and over)

Primary carer of older person Secondary carer

Prefer not to say

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Your signature

Under the General Data Protection Regulations 2018, Groundwork is required to notify applicants and prospective employees on how their data will be processed and used. All of this application form apart from the equal opportunities monitoring form will be retained by Groundwork for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record.

Some of the data you provide is considered to be Sensitive Personal Data i.e. gender, race, age. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms. It will also be held in computer format.

By signing this form, you are giving consent to Groundwork to use this data in the way described above.

“I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subject to immigration control (Asylum and Immigration Act 1996).”

Your signature	Date