

Heat & Retrofit Coordinator



Applicant Information pack

Salary: £27,500-£33,275 per year (pro rata if part time), depending on skills and experience

Hours: 35 hours (requests for part-time will be considered, as well as variable and compressed hours).

Contract Period: 16 months (extension subject to funding)

Summary

We are recruiting a Heat & Retrofit Coordinator to join the Community Energy England team. The role will be varied and will suit someone with a passion for securing progress towards a people-centred, zero carbon energy system and a talent for communicating, convening and creating collaborations and synergies. More details of roles and responsibilities [below](#)

About us

Community Energy England (CEE) is a membership association working to put people at the heart of energy transformation. Our mission is to create the conditions within which community energy is able to thrive and scale. We do this by:

- **Supporting** a pipeline of community energy organisations across England to grow in scale and impact.
- **Advocating** for a policy and regulatory environment that supports the growth of community energy.
- **Facilitating** opportunities across private, public and community sectors for new collaborations and investment.

We have a growing network of 295 members, including community energy enterprises and other supportive organisations from the private and public sectors, and we work with a wide range of other associations and networks.

We are a small, dynamic and collaborative team. Working for us means you'll be making a direct contribution to tackling climate change, increasing community resilience, and making the future energy system fairer.

You can find out more about us and what we do on [our website](#).

About the role

Decarbonising communities, especially the way we heat and retrofit our homes, is a huge and urgent challenge. Community energy heat projects are pioneering whole system solutions, including innovative community engagement, financial models, local markets, retrofit and heat technologies connected to local renewable generation. Community energy creates community-owned projects, which give investors and users a stake. All surplus profits are dedicated to benefiting the community. Projects are often focussed on communities that are

'left behind' by government schemes and are 'unable to pay' to transition away from fossil fuels. Community energy is intent on developing replicable models that embody energy justice and rolling them out fast and wide. Your role would be at the heart of disseminating this pioneering work.

As well as supporting our members to share knowledge and build their capacity, you will be helping to develop two partnership projects, Net Zero Terrace Streets and a Community Heat Development Unit, and ensuring linkages with a new UK Energy Learning Network we are involved in.

As a member of the CEE team, you will be given the opportunity to continue developing your skills and contribution to the organisation and the sector. Community energy has broad and exciting impacts and this role will provide varied experience and national reach.

Principal roles and responsibilities

Knowledge sharing and dissemination

Working with the CEE team, project leads, and member organisations, you will be developing new ways for CEE to share sector knowledge. This will include disseminating learning and innovation from funded projects that CEE is supporting to roll out across the country. This will involve:

- Coordinating and convening CEE's member working groups.
- Creating learning resources for our new website related to heat and energy efficiency/retrofit.
- Organising and presenting at online and virtual events.
- Designing dissemination materials and engagement tools for the projects that CEE is supporting.

Evidence gathering and analysis

Ensuring that we have robust retrospective and live data on community energy activity, barriers, opportunities and future plans is a priority area of work for CEE. Your role will include:

- Collecting data and evidence about 'fast follower' projects to help understand how best to roll out projects in different situations.
- Collaborating on how to best capture social impact of community projects.
- Helping the team to gather data to support the growth of community energy, such as through our annual State of the Sector research.

External relations

Managing and building relationships with other organisations is a core role for all of the CEE team. Your role will include:

- Exploring synergies between community heat, retrofit and energy efficiency/advice work.
- Liaising with project leads and member organisations to avoid duplication and ensure complementary activity.

- Engaging and cultivating relationships with key stakeholders such as community energy organisations, local authorities/politicians, developers, the regional Net Zero Hubs, potential funders and investors.

General and team working

- Project oversight: Reviewing external project outputs and ensuring that we are meeting existing funding objectives and reporting requirements.
- Report writing: Contributing to the production of funding reports and board papers.
- Maximising communications impact: Contributing to newsletters, social media, CEE briefings, blogs, and other resources and grant outputs as required.
- Informing policy: Working with CEE policy and advocacy colleagues and members to guide on advocacy for better policy and regulation to support community heat, energy efficiency, and retrofit.
- Strategic input: Contributing to organisational strategy, opportunities and challenges as a valued team member.
- Undertaking other duties appropriate to the post.

About you

You will thrive in this role if you:

- Are a good communicator and convenor.
- Have an understanding of renewable energy and heat network systems and technologies e.g. [Net Zero Terrace Streets project](#), and the challenges around low carbon heat and building retrofit delivery.
- Are able to think strategically in order to help develop joined-up, whole-system working across the sector on heat, retrofit and energy efficiency.
- Are interested in community social enterprise and have experience of community engagement.
- Are proactive and able to devise your own work plan in consultation with partners, project manage, work to deadlines, prioritise effectively and adapt, with the ability to work independently and communicate well when you need help or issues arise.
- Can devise and deliver marketing and engagement strategies, materials and tools, including events.
- Are able to use Microsoft Word/Excel and/or Google Docs and be comfortable getting the hang of new apps/software easily.

You must have the right to work in the UK.

Why Us?

Working at CEE is purposeful, collaborative and creative. We value diverse perspectives and believe that ideas and solutions are best achieved through collaboration among community organisations and with other sectors.

We value communication and helping colleagues by sharing knowledge and ideas. We are a friendly team of six spread across England, so we'll trust you to manage your own time. That means you can work around childcare and other responsibilities if a standard 9-5 work day

doesn't work for you. We do have weekly virtual team meetings on Tuesdays which all team members attend.

We're a small organisation so being willing to pitch in and adapt when things get busy is really important. We recognise that a diverse workforce is an asset and it's important to us that every member of our team feels able to bring their whole self to work. We'll listen to what you tell us about your circumstances and provide the support you need to do your job well and feel confident at work.

Salary, benefits and conditions

- **Location:** Working from home with the option to work in our Sheffield co-working space. There will be the need for occasional travel to other parts of the country such as CEE's office in Sheffield, Rossendale in Lancashire, and London.
- **Hours:** 35 hours (5 days per week). We will also consider requests for part-time, as well as variable and compressed hours. Occasional weekend/evening travel and working (with notice) may be required, for which you'll get time off in lieu.
- **Salary:** £27,500-£33,275 per year (pro rata if part time), depending on skills and experience.
- **Contract Period:** 16 months (extension subject to funding).
- **Start date:** ASAP
- **Reporting to:** Head of Policy & Advocacy (Duncan Law)
- **Leave:** 25 days paid holiday a year plus bank holidays (pro rata if part time).
- **Pension:** 7% employer pension contribution.
- **Other Benefits:**
 - Cycle to Work scheme
 - [Climate Perks](#) (extra annual leave for staff who choose low-carbon holiday travel)

Application process

If you need specific support to fully engage in the recruitment process, or would like an informal conversation about the role or organisation before applying, please email Duncan Law (d.law@communityenergyengland.org).

Applicants must have the right to work in the UK.

To apply, send the following documents to Lisa West (l.west@communityenergyengland.org):

1. CV (no more than 2 pages)
2. Covering letter of no more than 3 pages clearly demonstrating why you are interested in this role, and how you meet the "About you" criteria.

The closing date for applications will be 10am, Monday 15 April 2024. Late submissions will not be considered. All applications will be acknowledged, but only shortlisted candidates will be given feedback. Interview dates TBC.