

Energy Alton Project Manager

Job Description

Terms

Salary £32,000 pa pro rata

15 hours per week

Pension

5 weeks holiday plus public holidays pro rata

Home working primarily

Initially a 12-month contract with the intention to move to an ongoing funded contract.

EA background information

Energy Alton is a community based environmental group providing advice and information to householders in Alton and surrounding villages. Since 2010 we have provided over 500 free home energy surveys, free thermal images, run a programme of evening meetings on environmental issues, organised home energy open days, exhibitions with installers and attended community events. General and specific guidance is offered via our website and we have published a guide to clean heat options including heat pumps.

Our Powering Up initiative works in partnership with Energise South Downs to develop significant community renewable energy capacity in the locality.

Energy Alton is a Community Interest Company run by a group of Directors and an organising committee. We are in the process of converting to a Charitable Incorporated Organisation.

Recent projects

Home Energy Support Team Alton

Alongside the free home energy surveys provided by our volunteer Energy Champions, we have introduced several other measures to make it easier for residents to move on to making their homes more energy efficient, including a local handypeople list, small grants and Green Home Champions.

Small Business Energy Surveys

In 2023 we were funded by SSEN to run a pilot project to provide energy surveys for small businesses in East Hampshire based on our home energy survey model.

Alton Energy Advice Cafe

In 2023, in partnership with ACAN (Alton Climate Action Network) and Alton Town Council we ran a volunteer led drop-in advice centre in the town – the Energy Advice Cafe.

Bramley Greener Homes

We were recently contracted by Loddon Community Energy to develop a new volunteer energy advice service in the village of Bramley, near Basingstoke.

Future Energy Landscapes

We have been working with Energise South Downs to deliver a series of community workshops across East Hampshire, aimed at engaging residents around larger scale renewable energy generation.

Job Description

Summary

- To co-ordinate and manage our volunteer team of Energy Champions and the Powering Up volunteer team
- To communicate with the public and other agencies
- Report to and support the Energy Alton Committee and Directors.
- To develop and raise funds for new and existing projects

Powering Down

- Recruit, train and co-ordinate volunteers
- Receive and allocate requests for Energy Champions
- Conduct follow up calls to homeowners to review progress
- Maintain a database of contacts and reports
- Maintain and update energy advice leaflets and web pages provided by Energy Alton.
- Arrange and facilitate regular Energy Champion meetings

Powering Up

- Give admin back up to the Project team including arranging meetings, agendas and action notes
- Organise publicity from Energy Alton to generate potential community renewable energy projects
- Maintain and develop our partnership with Energise South Downs

General

- Organise regular energy-based talks and events.
- Maintain and update our website and social media channels
- Produce a quarterly newsletter
- Liaise with our partners, including ACAN, PeCAN, CES, and local authorities

Person Specification

Essential/Desirable

Educated to A level standard or equivalent	E
Proven project management performance in the charity/community /small business sector	E
Proven delivery in community engagement and working with multiple agencies	D
Excellent written and oral communication skills especially reports and publicity	E
Experience of community energy advice groups as a manager or volunteer	D
Able to create and manage Facebook, Instagram accounts etc	E
Familiar with shared google drive accounts. Publisher and Mailchimp	E
Qualification in environmental science and previous experience relating to home retrofit management	D
Mainly home based - Flexible working – periodic weekends and evenings	E
Car driver -located within a 30-minute drive of Alton	E