

Co-ordinator Job Application Pack

Making a real difference to the health, wellbeing and financial circumstances of residents in north-east London, and providing solutions to the climate emergency



Closing date: 12 July 2022, 10am

Interview date: 25 or 27 July 2022

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About HEET



HEET is a 'not-for-profit' Community Benefit Society (No. 28988R) with exempt charity status (HMRC no. XR31966).

Funding

HEET's services are free of charge so that they are accessible to low-income households that are in most need. We receive grant support and other forms of income from public bodies including the local authority and central government, charitable trusts, and the private sector.

Background & History

HEET began in 1998 when three committed residents delivered a series of advice sessions to raise awareness of energy conservation issues and promote the take up of government insulation grants. HEET now employs seven staff, delivers a number of projects in line with our mission and has carried out interventions in over 12,000 homes across north-east London.

HEET's Mission

To work with the community to make the homes of local people safe and healthy, with affordable fuel bills and low carbon emissions.

Aims

- Enable residents to save money on their fuel bills.
- Improve the health, comfort & safety of residents who live in cold and unsafe homes.
- Provide home improvements and repairs that delay and reduce the need for care and support and enhance the quality of life for people with care and support needs.
- Reduce carbon emissions from homes in north-east London and encourage actions and behaviours, by the community and individuals, that lower energy demand.

Who benefits from HEET

HEET's services are open to residents in all tenures of housing, but major interventions like wall insulation and heating improvements, are limited to private sector homes. Eligibility depends on the service provided but generally speaking HEET supports older people, low-income households and people with a long-term illness or disability.

How we're managed

Our staff team operates democratically in a non-hierarchical structure based on equal participation in decision making and equal pay. We are supported by our management committee, composed of local residents and professionals with an interest in furthering the aims and objectives of the organisation.

Job description

Job Title: Co-ordinator
Location: HEET office, c/o Trinity URC, 58 Orford Road, London E17 9QL
Salary: £35,003 pro-rata (£21,002 for 21 hours a week, 0.6 FTE)
Hours: 21 hours per week (number of days to be agreed)

This is a permanent position. Flexible and remote working are possible by arrangement.

HEET is a vibrant community organisation delivering practical solutions to fuel poverty, climate change and health inequalities caused by inadequate housing. Our staff team operates in a non-hierarchical structure based on equal participation in decision making and equal pay. We have a management committee composed of local residents who help guide our work, with whom our Co-ordinator works closely.

Your job will be to maintain an overview of all project activities, ensuring HEET's services are integrated and the opportunities to make improvements to residents' homes are maximised. You will be largely responsible for fundraising and for networking with partner organisations, ensuring the organisation has the resources needed to deliver its agreed targets.

You will need to be a self-motivated and organised person with an ability to communicate well with a wide range of people. You will need a proven track record in fundraising and networking, and an ability to work as a team member.

Major Tasks:

- Plan, organise and deliver, in cooperation with staff and the management committee, a sustainable programme of activities that delivers HEET's mission.
- Secure funding and resources, and develop partnerships with external organisations, so that the project can deliver its planned services and activities.
- Keep up to date with developments, schemes and services, locally and nationally, that might impact on HEET's work and co-develop an appropriate response.
- Work with the staff team to develop publicity materials and referral routes for the identification of households in need of HEET's services.
- Co-develop and maintain an overview of a set of key-performance-indicators (KPIs).
- Continually evaluate, innovate and improve HEET's working methods and develop new ideas that help HEET to achieve its mission.
- As a HEET employee you will share a collective responsibility to ensure the health, safety and wellbeing of all other HEET employees and HEET project customers, as well as ensuring that HEET is legally compliant at all times.

Please note, the role will be offered subject to satisfactory pre-employment checks, including a basic DBS check due to the nature of the work.

Person specification

ESSENTIAL	DESIRABLE
Knowledge	
<ul style="list-style-type: none"> • Knowledge of how housing conditions impact on the health, safety and wellbeing of occupants • A good understanding of fuel poverty issues 	<ul style="list-style-type: none"> • A basic understanding of the benefits system • An up-to-date knowledge of home improvement and energy efficiency schemes available to residents • An understanding of relevant health & safety issues to maintain safe working practices
Skills	
<ul style="list-style-type: none"> • Excellent verbal & written communication skills • Good numeracy skills - understand spreadsheets & accounts • Ability to build good working relationships with a wide variety of people and partner agencies • Supportive & sensitive to needs of customers and staff • Ability to plan, prioritise and budget • Ability to manage own workload and meet deadlines 	<ul style="list-style-type: none"> • A clean driving licence, or access to transport • Ability to develop accessible advice materials to convey technical knowledge to the public
Experience	
<ul style="list-style-type: none"> • Experience of collective working, including running meetings and participating in collective decision making 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector • Experience of working with communities facing social exclusion • Experience of advice work

Qualifications	
<ul style="list-style-type: none"> ● City & Guilds Energy Awareness 6281-01 Level 3* ● City & Guilds Fuel Debt in the Community 6281-16 Level 2* <p>*Or willing to gain these qualifications within the first year</p>	<ul style="list-style-type: none"> ● City & Guilds Renewable Energy in the Home 6281-02 Level 3
Values & Attitudes	
<ul style="list-style-type: none"> ● A commitment to the values and ideals of HEET ● A commitment to working cooperatively ● Knowledge of, and interest in, environmental issues ● Enthusiastic and open to new ideas ● Commitment to Equal Opportunities 	

This job description outlines the principal responsibilities and duties of the post holder. It is not an exhaustive list of specific responsibilities and duties. The post holder will also be expected to undertake any other duties within the remit of the post that fall within their skillset.

Training is available to enable staff to carry out the wide variety of tasks asked of them.

How to apply

Please complete the application form and monitoring form and return them to us no later than **10am on Tuesday 12 July 2022**.

We draw your attention to the personal statement section on page three. This is a very important part of the application process and must be completed. Unfortunately, a CV will not be sufficient.

Applications by either post or email are welcome. Please email your completed form to info@theheetproject.org.uk or send postal applications to HEET, 58 Orford Road, E17 9QL.

For details about how we process your data, please see our [privacy notice](#).

Interviews will take place on 25 or 27 July. We are very sorry, but we cannot reply to all applicants, so if you have not heard from us by 22 July, then you should assume that you have not been shortlisted for an interview.

Equal Opportunities

We are committed to equity and representation, and aim to reflect the communities in which we live and work. We welcome applications from everyone.