



Job Information Pack

This pack contains the following information:

- Job details
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- Information about the team
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Job details	
Job title	Communities Co-ordinator
Job reference	WW-HR-CC
Location	Edinburgh

The application process	
Application deadline	24 June 2022
Interview date	w/c 27 June 2022
Interview location	Edinburgh (or online via teams/Zoom)
Interview format and length	Panel interview lasting no more than one hour

Contact details	
Completed application forms for this job	recruitment@warmworks.co.uk or Recruitment Warmworks 1 Carmichael Place Edinburgh EH6 5PH
General enquiries about this job	recruitment@warmworks.co.uk
For an informal discussion about this job	Neil Barnes, neil.barnes@warmworks.co.uk, 07827 969588

About Warmworks

Warmworks, formed in 2015, is a joint venture partnership between Energy Saving Trust, Changeworks and Everwarm.

Warmworks is committed to tackling fuel poverty, increasing the energy efficiency of the homes and communities in which we work and consistently delivering a first-class service to the households and families that we support.

Since 2015, Warmworks has been the Managing Agent of the Scottish Government's national fuel poverty scheme, Warmer Homes Scotland and has recently started work on a range of new contracts and initiatives across the country.

Warmworks has already helped more than 25,000 homes to become warmer, healthier and more energy efficient and is seeking to play a key role in the long-term drive to reduce carbon emissions and increase the availability of affordable, sustainable energy for all.

About the Team

Introduction and context

Warmworks was established to tackle fuel poverty, reduce carbon emissions and support sustainable local economic development in communities across the country.

Team aims

We deliver the best possible help to people who are struggling to keep their homes warm and pay their energy bills; installing measures such as insulation, efficient heating and renewable technologies to make homes more energy efficient and delivering sustainable cost savings in the long term.

Team activities

Since the business was launched in September 2015, Warmworks has provided a high-quality end to end service, from initial referral through to assessment and the installation of measures, along with appropriate aftercare and support for thousands of households. Warmworks employs direct staff to handle in-home assessments and quality inspections, call handling and customer service, operational finance and the management of a diverse supply chain across the UK.

Job Description	
Job title	Communities Coordinator
Job reference	WW-HR-CC
Salary	up to £25,000 per year, depending on skills and experience
Location of job	Edinburgh (flexible working available)
Hours and terms	37 hours per week
Holiday terms	25 days' annual leave, plus 9 public holidays

General terms and conditions	
<ul style="list-style-type: none"> • There are no overtime payments for this post. • You may need to undergo a criminal record check depending on the requirements of the post. Depending on the nature of any convictions that may be disclosed, Warmworks reserves the right to terminate employment with or without notice. • All of the responsibilities outlined below will be reviewed and modified as necessary through consultation with line managers. 	

Responsible to	Communities Manager
Responsible for	-

Purpose of the job	To provide support for communities, Warmstart, and environmental sustainability work across Warmworks
Main objectives and goals	<ol style="list-style-type: none"> 1. Support and coordinate activities related to our communities strategy and action plan, including Employment Skills Plan and delivery of wider community benefits 2. Assist and coordinate the monitoring, recording, data management and promotion of communities work 3. Support the development and coordination of Warmstart 4. Provide input into and support our environmental sustainability work, Carbon Neutral assessments and Green Team 5. Support and help coordinate new and innovative ideas to boost our communities targets, participating in wider community benefits delivery, representing Warmworks at events, and other reasonable duties as required

1. Support and coordinate activities related to our communities strategy and action plan, including Employment Skills Plan and delivery of wider community benefits	
<ul style="list-style-type: none"> • Collect, collate, check and input data from Warmworks and suppliers in relation to our Employment Skills Plan targets • Collect, record and highlight wider community work and benefits delivered across all Warmworks initiatives, projects and supply chain • Work closely with the Communities Manager to analyse results and assist with presenting data and information in the most suitable formats 	

<ul style="list-style-type: none"> • Participate in, support and help coordinate events, e.g. Contractor Forum workshops
<p>2. Assist and coordinate the monitoring, recording, data management and promotion of communities work</p>
<ul style="list-style-type: none"> • Maintain and improve an appropriate reporting system for the key elements of our communities work • Learn to use a database system co-designed by our IT team, and work closely with them and our supply chain Portal users to ensure the system is used effectively and data is accurate • Help compile case study, website and social media material, working with the Communities Manager and Public Affairs and Communications colleagues
<p>3. Support the development and co-ordination of Warmstart</p>
<ul style="list-style-type: none"> • Assist in the development and expansion of our Warmstart initiative, including responding to requests from Warmworks colleagues, supply chain and partners • Collect, and record data in relation to Warmstart targets, supporting with data analysis • Help organise and represent Warmworks at relevant Warmstart recruitment and educational events and activities, acting as a ‘champion’ for the initiative • Compile, draft and update relevant information materials as required, with support from the Communities Manager
<p>4. Provide input into and support our environmental sustainability work, Carbon Neutral assessments and Green Team</p>
<ul style="list-style-type: none"> • Assist in the data collection, input, processing and reporting of our Carbon Neutral certification requirements • Support the Green Team, including administration, note-taking, monitoring, reporting and organising meetings as required • Participate in and support the work of the Green Team
<p>5. Support new and innovative ideas to help boost our targets, while participating in wider community benefits delivery, representing Warmworks at events, and other reasonable duties as required</p>
<ul style="list-style-type: none"> • Support our fundraising and charitable activities and be a ‘co-champion’ with the Communities Manager • Identify or support new and innovative ideas to reinforce our wider community benefits and impact • Undertake any other reasonable duties as required to support our team
<p>Key contacts</p>
<ul style="list-style-type: none"> • Colleagues across Warmworks • Supply chain representative • A range of external partners

Person specification		
Please explain how you meet the following criteria in your job application		
	Essential	Desirable
Qualifications		
Higher or further education in relevant subject		✓
Other relevant qualification(s)		✓
Experience & Knowledge		
Experience of project development and delivery	✓	
Knowledge of climate change and energy issues	✓	
Experience of public speaking		✓
Delivering events and workshops particularly for a younger audience		✓
Knowledge of employment sector and support schemes for young people and those transitioning between careers		✓
Skills		
Excellent communication and presentation skills	✓	
Ability to adapt and be flexible	✓	
Excellent IT skills (including Excel)	✓	
Strong data management, numerical and analytical skills	✓	
Ability to create educational materials in appropriate formats and pitch		✓
Database design and management		✓
Personal qualities and attributes		
Highly motivated individual with an enthusiasm to support others	✓	
Willingness to learn and develop	✓	
Ability to work alone and in teams comfortably	✓	
Confident to engage with a range of audiences	✓	
Additional requirements		
Full valid driving licence or other ways of fulfilling the mobility requirements of the job	✓	

Staff Expectations of Management Experience

The post holder should expect and be open to

- Effective leadership
- A positive, honest and enthusiastic working environment
- Being supported and empowered to effectively achieve objectives and goals within your role
- To be treated fairly and with respect
- To be provided with appropriate training to ensure ability to effectively carry out your role
- Regular and appropriate feedback through one to one meetings and annual review and associated processes
- Having the opportunity to feedback to manager regularly and through the annual review process
- Adhering to all appropriate Warmworks policies to ensure consistency and fairness and health and safety of you and your colleagues

Complexity

The post holder must be able to:

- Adhere to and advocate Warmworks values
- Demonstrate flexibility and versatility

Creativity

The post holder will be required to:

- Use their own initiative to provide the best possible outcomes over a wide range of projects

Special conditions

- Some out-of-hours, overnight stays and weekend working will be required, for which time off in lieu will be given
- This role is part of our internal Warmstart Phase 2 commitments and the successful candidate may be expected to be involved directly in publicity and social media around the post