



Croydon Community Energy **Fuel Poverty Manager (Voluntary)**

Croydon Community Energy (CCE) is Croydon's only renewable energy cooperative, with a mission to implement renewable energy generation and low-carbon technologies in the local area whilst supporting people facing fuel poverty.

We are looking for someone with **experience coordinating fuel poverty programmes to help us set up our own**. You will be making a real tangible difference to supporting those living in fuel poverty in Croydon!

Job title: Fuel Poverty Manager

Reporting to: Fuel Poverty Director

Time commitment:

- Initially → 4-5 days a month
- Weekly → 3-5 hours plus attending energy cafes, flexibility required.

General tasks:

- Setting up and managing CCE's Fuel Poverty Programme.
- Researching venues, training & funding opportunities (in coordination with the Funding Manager).
- Managing relationships with venue owners, qualified energy advisors and volunteers.
- Managing & delegating tasks to volunteers & inventory.
- Linking with other agencies in the area and other CCE projects, where appropriate.
- Keeping up with grant options/ other support for households.

Requirements:

- Trained to City & Guilds Level 3 Energy Awareness NEA (*essential*)
- A can-do attitude and proven ability to work independently and in a team (*essential*)
- Good communication and customer service skills (*essential*)
- Experience managing a fuel poverty programme (*essential*)

- Experience of community outreach (*desirable*)
- The ability to speak another language apart from English spoken in the community (*desirable*)
- Experience of assessing and managing risk (*desirable*)
- Experience of volunteer engagement and management (*desirable*)

First month:



We anticipate the Fuel Poverty Manager undertaking these tasks first month:

- Setting up three or four dates over the next two months to run an energy café, organising a venue, volunteers & advisors, what's needed on the day etc.
- Continuing plan started with the energy advisor group of CCE.
- Creating an inventory of small measures and identifying what we're missing.
- Identifying two key funds to apply to with Funding Manager.
- Managing & developing resources e.g. handout, guidances, video resources, website guidance, etc.

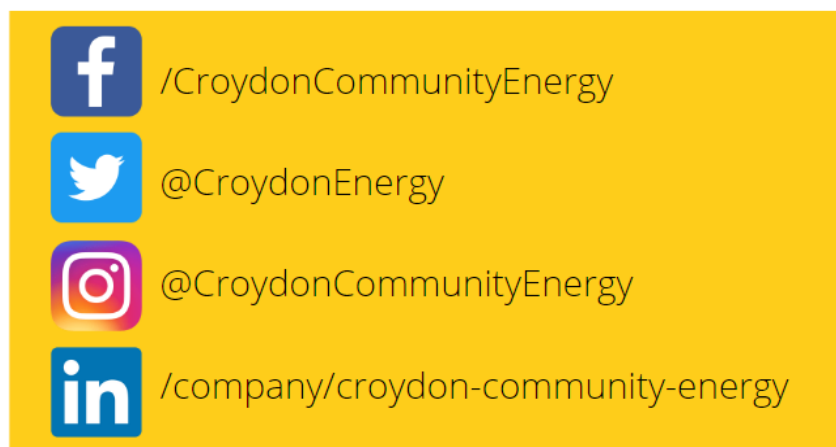
Ongoing:

We anticipate the below tasks in relation to ongoing work:

- Setting up regular energy advice sessions and organising a rota of volunteers.
- Analysing & collating the data to use for funding applications.
- Setting up a simple referral system for clients.
- Applying for funding to expand work, in coordination with the Funding Manager.
- Helping write spending reports for funders.
- Identifying key community events to join which would have a large footfall over the year.
- Drafting a long term plan including setting up home visits, phone/WhatsApp line, outreach, training frontline workers (social services, careers, charity workers) etc in collaboration with the rest of the team & board.
- Developing workshops to deliver to relevant groups e.g. care agencies.
- Hiring paid staff.

To apply, please email your CV to hello@croydoncommunityenergy.co.uk. We welcome applications from all backgrounds and will make whatever reasonable adjustments are necessary to facilitate your interview and ongoing work.

www.croydoncommunityenergy.co.uk



Croydon Community Energy is the trading name of Croydon Community Energy Ltd which is registered as a Community Benefit Society under the Co-operatives and Community Benefit Society Act 2014 (Society number 8759).