



## **HKD Energy – Energy Champion Job Description**

### **Who is HKD Energy and why do we need Energy Champions?**

HKD Energy is a Community Benefit Society founded to reduce dependence on fossil fuels and imported energy through community-owned renewable energy.

We want our villages (Hurstpierpoint, Hassocks, Keymer and Ditchling) to become more energy efficient and to generate more of the electricity we need from renewable sources.

As a Community Benefit Society, we can provide an opportunity for local people to contribute financially to the community with the expectation of both a social dividend and a financial return. Any profit from HKD Energy's activities is returned to the local community, with the objective of encouraging energy saving, either through direct support or via educational / awareness initiatives.

One of these initiatives is the training and employment of local Energy Champions.

Many people are currently feeling the pain of high energy bills and don't know where to turn in order to reduce their bills, make their homes more energy efficient or to make the move to renewable energy.

### **About The role**

*Job Title:* Energy Champion

*Base:* Hurstpierpoint, Hassocks, Keymer and Ditchling or within easy driving distance

*Hours:* Flexible, Monday to Friday, based in the community. Occasional evenings and/or weekend work.

*Total Hours:* No more than 7 hours per week.

*Pay:* Minimum of £15 per hour, to be discussed.

*Contract:* 12 months. Subject to extension after 12 months if HKD Energy receives confirmation of secured funding to cover the role, for up to a further 24 months.

*Probation Period:* 3 months. Notice period: 1 month

*Reporting To:* Charlotte Snook, Communications Director, HKD Energy

*Job Summary:*

The role of an energy champion is to find people in our community who need help to reduce their energy bills and improve their home's energy efficiency. The role includes the following:

1. Help householders to understand how to make their homes more energy efficient in sessions round Hassocks, Keymer, Ditchling and Hurstpierpoint, for example during community events such as Repair Cafes.
2. Holding 1:1 'drop-in' sessions with householders to identify their needs and personal situation, provide bill-checking and other energy-related advice, and also to determine:
  - a. What sort of accommodation do they live in – private / council rented / private rented / social housing?
  - b. Does their home require (and is suitable for) loft insulation and / or cavity wall insulation? If yes there may be additional grants.
  - c. Is the household income such that they would qualify for additional grants (if under £31,000; or some members of the household are on specific benefits)?
  - d. Would they be interested in having a Whole House Retrofit Plan prepared, and if (c) is a "no" would they be prepared to pay the £500 cost for the plan preparation?
  - e. If (c) is a "yes" then HKD Energy is prepared to pay<sup>1</sup> the £550 cost towards the cost of the plan preparation by a qualified Retrofit Assessor (to assess the home's existing condition) and a qualified Retrofit Coordinator (who develops the plan)<sup>2</sup>
  - f. Does the homeowner need a boiler replacement, and might they want to consider a heat pump to reduce their home's carbon emissions?
  - g. Does their home have an EPC statement, and what does it show the need for? Is it expired or over two years old – a re-inspection may be necessary.
3. Provide help with consumer energy bill checking. Give consumers signposting to grants and financial support for their bills and energy saving initiatives. Where necessary, help customers to approach utility companies – acting as real champions for the customer. We will provide bill checking training and will also train our Energy Champion to C&G Energy Awareness Level 3.
4. Undertake self-directed learning to fill gaps in your personal knowledge such that you can advise householders correctly on benefits / grants; retrofit methods; and the not immaterial risks of retrofit.
5. If there is a requirement for a Whole House Retrofit Plan, then the Energy Champion shall log their name, email address, phone number and circumstances and pass the details onto HKD Energy.

## **What we offer**

---

<sup>1</sup> Limit currently of 20 paid-for plans; this is subject to HDD Energy's funds availability for this activity.

<sup>2</sup> For those who should be eligible to receive additional retrofit grants, the fee is slightly higher because the work has to be done following the Trustmark PAS 2035 standard, which splits the Assessor / Coordinator role and requires lodgement of both the Retrofit (Readiness) Assessment and the Whole-House Retrofit Plan on the publicly accessible Trustmark database. These additional steps add additional costs to the process. Lodgement is necessary for installers to get paid, once the suitable energy efficiency measures have been installed and the work certified as to quality by the Retrofit Coordinator.

We will provide free training worth £1,343 for the successful applicant to become a Domestic Energy Assessor.

Domestic energy assessors work out how energy efficient residential buildings are in their current state using the Government's RdSAP methodology. The role of a domestic energy assessor involves:

- Working in clients' homes, inspecting properties and analysing any existing heating and hot water systems
- Surveying the number and sizes of rooms, floors, corridors, windows, doors and fireplaces in a domestic building
- Using computer software to produce energy efficiency ratings and Energy Performance Certificates (EPC)
- Sharing the efficiency rating with the property owner and explaining your findings
- Advising landlords and property owners on ways to improve energy efficiency.

### **Qualifications and experience**

The following qualifications and experience are sought:

- Previous experience of having worked in a customer-facing role;
- GCSE 'O-level' or equivalent in Mathematics;
- Fluency in spoken English;
- Competency in the use of email;
- Sensitivity and discretion in dealings with members of the public;

The following additional knowledge and experience would be beneficial:

- A level of understanding of the range of government benefits available to those unemployed, those on low wages and those with a disability.

### **What we would require from you**

If you are successful in being appointed to this role, we would ask that you commit to completing the Energy Awareness training commitment within 2 months of commencing, and the DEA training within 5 months of commencing.

Non-completion of the training in this time would be grounds for our requiring a repayment of 80% of training fees that we have paid on your behalf.

These terms will be embodied in a fixed-term employment contract that you would be asked to sign.

This will be followed by 15 – 30 minutes of questions and discussion. We will advise candidates of our decision once all interviews have been completed.