**JOB DESCRIPTION**

**Post:**  Energy Lead

**Responsible to:** Senior Money Advisor

**Location:** Remote – With travel to Children 1st Office Locations on occasion

**Salary**: £28,851 - £33,680 per annum

## Role Summary

To provide relationship based expert energy, money and debt advice to families, help families to stay connected keep homes warm and resolve debt and money problems, become more financially resilient and to achieve long-term sustainable outcomes for them and their children. Work as part of the remote National advice team support Parentline in offering advice to parents who are struggling both emotionally and financially.

## Corporate Responsibilities:

* Be committed and adhere to Children 1st vision, mission and values.
* Comply with Children 1st Safeguarding policies and procedures.
* Comply with Children 1st Code of Conduct and any relevant professional standards relating to the role.
* Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
* Actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
* Observe all health and safety requirements.
* Work within and promote policies in relation to Equity, Diversity and Inclusion and anti-discriminatory practices.
* Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

## Equity, Diversity and Inclusion

At Children 1st, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children 1st where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

## Key Results Areas

* To carry out home energy audits, offering one-to-one tailored advice, support, and information to Families.
* Provide telephone advice and support, home visits, and outreach events across Scotland.
* To support wider team to deliver a range of face-to-face and remote/digital welfare rights, financial inclusion, income maximisation, debt and energy advice up to and including casework to SNSIAP Type II, Introduce and supporting families for representation and preparation for court/tribunal.
* To offer training to Children 1st staff on energy and supporting families with staying warm and connected
* Support families with energy-saving measures in their homes to help them save energy and reduce their carbon footprint.
* To deliver events, workshops and talks for community groups & to the wider public and within local Children 1st hubs.
* Attend local events to promote the project and wider charity objectives.
* To develop, deploy and manage targeted social media campaigns alongside the senior advisor and comms team.
* To work alongside support teams to develop activities and resources to raise awareness of home energy use, and to change attitudes and behaviours.
* To engage a wide range of people with the project.
* To assist in the development and implementation of monitoring and evaluation systems.
* To contribute to written reports for a variety of partners/funders and to support accreditation in Money Advice.
* To develop a network of contacts, including local community groups, for the project to work with.
* To promote a multi-skilled / multi-agency approach in working collaboratively with relevant organisations and partners, Including Home energy Scotland, fuel bank foundation department of work and pensions, HMRC, and as a member of an integrated staff team.
* To promote the values and principles of Children 1st in providing support and advice to the most vulnerable families, promoting their full participation and understanding in the services they receive.
* To work in partnership with families to address their needs.
* To record, monitor and evaluate information and plan work in accordance with Children 1st policies, procedures, and management systems in line with Scottish National Information and advice standards.
* To work in partnership with staff members and volunteers to assist in the evaluation and continuous improvement of the service.
* To ensure own continuing professional development through the Children 1st appraisal and supervision process.
* This role will cover the east/west of Scotland so will require drivers' licence and access to a vehicle.

## Person Specification

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| Need to Have | Need to Show | Need to Know | Need to Be | Core Values |
| * Experience working in a related field (such as community development, ENERGY advice, advocacy, charities) * Experience in delivering energy advice. * Experience of working with people with multiple and complex needs. * Experience in preparation and presentation of casework including case recording. * Experience of liaising effectively with partner agencies * Awareness of and interest in the work of Children 1st. * City and Guilds Energy Awareness Level 3 welcomed. * Driving license. | * Written and verbal reporting skills. * Excellent communication skills. * Assessment, monitoring, review and evaluation. * Ability to work as part of a team. * Inter-agency liaison and communication. * Creativity and imagination in response to engaging with families. * Commitment and promotion of equal opportunities and anti-discriminatory practices at work. | * Good knowledge of energy and fuel poverty issues. * A sound working knowledge of social security benefits including UK wide and Scottish specific. * Good working knowledge of generalist advice issues including debt, financial issues affecting families. | * Flexible in approach to work * Committed to and understand the principles of working with volunteers. * Able and willing to travel as required to services and offices across the region. * Committed to Children 1st approach and the relational nature of our work. * Confident and able to form effective and credible relationships with all levels of staff * Aware of personal responsibility in relation to health and safety. | Our core values guide how each one of us works in our individual day to day job:  **Respect**  Treating everyone with respect and fairness  **Integrity**  Being responsible and accountable  **Participation**  Involving others in our work  **Excellence**  Striving for the highest possible standards |