

Energy Champions Project Officer (Maternity cover)

Salary scale:	Real Living Wage £13.45 per hour
Hours:	31 hours per week (9 months fixed term)
Location:	WATCH Centre, 12 Victoria Street, Hillfields, Coventry, CV1 5LZ
Responsible to:	Chief Executive Officer

Job Purpose:

- Support the Project Coordinator in the day to day running of the project
- Responsible for project administration and data capture
- Assist in one-to-one appointments and home visits
- Aid the Project Coordinator in supporting project volunteers

Duties and Responsibilities:

Administration

- Accurately enter and maintain details of participant registrations on to the CRM database
- Support in the preparation of monthly/quarterly reports on various project outputs
- Assist in data capture during outreach and events
- Write case studies and good new stories to share with funders
- Any other general administrative duties which may be required
- Carry out all duties in line with WATCH's Equal Opportunities and Health & Safety policies.

Project delivery

- Conduct one-to-one appointments with participants for registration on to the project
- Attend home visits with volunteers and project coordinator
- Refer participants to other support services in Coventry depending on their needs

- Communicate with energy suppliers and other external agencies on behalf of vulnerable householders
- Support volunteers with case work and training

To be successful in this role you will have:

- Proven experience of supporting and working with vulnerable people
- A basic understanding of fuel poverty, its causes and how to support those most affected
- The ability to accurately record and manage data to a high standard, and report on outcomes
- Ability to work independently under minimal supervision
- Excellent knowledge and experience of using Microsoft Office, especially Word and Excel

Training will be provided where needed. The successful candidate will undergo a DBS check and require satisfactory reference before starting.

Employee Benefits:

- 25 days annual leave plus bank holidays (pro rata)
- Birthday leave
- Voluntary pension scheme including 3% employer contribution
- Flexible working arrangements

To apply send your CV and cover letter to the CEO, Nadia at
nadia@watchcharity.org.uk

WATCH and CCEC are committed to the principle of equal opportunity in employment and its recruitment policies are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

WATCH and CCEC are committed to safeguarding all families and adults at risk who interact with the organisation. We recognise our responsibility to safeguard the welfare of these vulnerable groups by a commitment to procedures to protect them and expect all staff and volunteers to fully support and promote these commitments.