



*Campaigning for Warm Homes*

## **JOB DETAILS**

### **Project Coordinator (Northern Ireland)**

#### **BACKGROUND TO NEA**

##### **Policy Context**

Ending Fuel Poverty: A Strategy for Northern Ireland was developed and launched by the Department for Social Development (DSD) in Nov 2004. ([http://www.dsdni.gov.uk/ending\\_fuel\\_poverty\\_-\\_a\\_strategy\\_for\\_ni.pdf](http://www.dsdni.gov.uk/ending_fuel_poverty_-_a_strategy_for_ni.pdf)). It set targets, subject to the availability of resources to eradicate fuel poverty in vulnerable households by 2010, and in non-vulnerable households by 2016. Unlike the UK Fuel Poverty Strategy these targets were subject to available resources. The strategy also established an inter departmental group to co-ordinate Government efforts across all departments and a Fuel Poverty Advisory Group (FPAG) involving health, fuel suppliers and older people's representatives to take a strategic view of policies and initiatives required to eradicate fuel poverty. The FPAG also has oversight of the Strategy, assessing effectiveness and the resources required.

This is a considerable challenge as Northern Ireland has the highest rate of fuel poverty in the UK with over one third of households needing to spend more than 10% of their income to maintain adequate temperatures in their homes.

NEA is the national energy efficiency charity that campaigns for affordable warmth and improved energy efficiency in the homes of vulnerable people.

Around 5.4 million of the poorest households in the United Kingdom cannot afford to heat their homes to the standard required for health and comfort. They have to choose between the miseries of living in a cold, damp home, the anxiety of getting into debt with their fuel suppliers or economising on other essentials such as food and clothing.

NEA aims to alleviate fuel poverty and help those who are poor or vulnerable achieve affordable warmth through:

- research and analysis into the causes and extent of fuel poverty and the development of policies which will address the problem;
- lobbying on the need for policies to alleviate fuel poverty in the UK to enable society's most vulnerable members to have warmer homes at a price they can afford;

- initiating and managing practical energy efficiency projects to demonstrate innovative ways of tackling fuel poverty and bringing the wider benefits of energy efficiency to local communities;
- delivering and developing domestic energy efficiency advice training to improve standards of practical work and the quality of energy advice.

To achieve these aims NEA works in partnership with Westminster, devolved Governments and authorities; with fuel utilities and housing providers; with health agencies; and with consumer groups and voluntary community organisations.

NEA has its headquarters in Newcastle upon Tyne and has separate offices in Belfast, working throughout Northern Ireland, and also in Wales. NEA works closely with its sister organisation, Energy Action Scotland, on tackling fuel poverty in Scotland.

Full details of NEA's work are available on the web site [www.nea.org.uk](http://www.nea.org.uk), together with our subsidiary company Warm Zones c.i.c. [www.warmzones.co.uk](http://www.warmzones.co.uk).

NEA is a Registered Charity – No. 290511.

## **Investing for Health**

Investing for Health is the public health strategy for Northern Ireland outlining a framework to initiate a dynamic, long-term process to improve health and well-being, reduce health inequalities and bring Northern Ireland health standards up to those of the best regions in Europe. The strategy is based on partnership working amongst government departments, public bodies, local communities, the voluntary sector, local councils and the social partners and was shaped by the considered views of many respondents from across a wide range of sectors and interests who took part in a consultation process.

Each Health and Social Services Board in Northern Ireland has established an Investing for Health Partnership at Board area level to develop long-term local cross-sectoral health improvement plans to address the identified health and well-being needs of their local populations to meet the strategic aims and objectives of Investing for Health. The strategy<sup>1</sup> framework contains two goals and seven objectives. Fuel poverty sits within objective 4 of Northern Ireland's Investing for Health strategy:

### **Objective 4: Living and Working Environment**

- To offer everyone the opportunity to live and work in a healthy environment and to live in a decent affordable home.

<sup>1</sup>The new Health and Social Care organisations have been established within Northern Ireland as and from the 1st April, 2009. The Investing for Health Strategy and the existing Investing for Health partnerships will continue to be developed under the leadership of the Public Health Agency.

## **Northern Exposure**

This programme is phase 2 of Northern Exposure which is an action based project to tackle fuel poverty in North and West Belfast using a partnership model to direct a project using a community development approach. This is a 3 year programme of work which proposes to build on the existing work within the Northern Exposure programme and tackle the three main determinants of fuel poverty, income, energy efficiency and the cost of energy. The programme will also incorporate an element of research and the roll out of a training and awareness programme within initially North Belfast and subsequently West Belfast. This process will identify good practice, as well as those actions that have had less of an impact, and measure the impact of heating and insulation measures, energy advice and improved energy awareness on health, warmth and wealth. The model to be used will also measure the impact of Northern Exposure on communities, community groups and the partners and Community of Interest.

Northern exposure is currently overseen by a 26 strong Community of Interest co-ordinated by North and West Belfast Investing for Health. The Project Coordinator is guided by a Project Reference Support Group consisting of various members of the wider Community of Interest.

### **The Post of Project Coordinator**

Working closely with the Investing for Health Community of Interest, the Community Project Coordinator will be required to work with a wide range of partners from across the community, voluntary statutory and private sectors. The Project Coordinator will consolidate the work to date and continue to forge links with community networks maximising all communication tools available.

The post holder will be required to develop a methodology for supporting referrals for the key target groups to be removed from fuel poverty. The project will also include action projects to increase benefit uptake, tackle the hard to treat properties, and incorporate organising training and awareness-building programmes.

It is essential that the post holder can work on their own initiative, have excellent communication skills, strong project management with an ability to establish systems and processes to effectively deliver the programme of work.

For details of the Investing for Health Network, see the attached link <http://www.wellnet-ni.com/index.php>

## **STAFFING**

At the present time NEA has five posts in Northern Ireland: the Director, the Development Co-ordinator, the Policy & Campaigns Officer, the Community Project Officer, the Administration Assistant, and this post, the Project Coordinator.

In addition, specialist support in areas such as finance and training are provided by staff from NEA's Head Office in Newcastle upon Tyne. A full induction to the work of NEA and its staff will be provided for the successful candidate.

## TERMS AND CONDITIONS OF EMPLOYMENT

The salary is **£22001 - £26016 (Equivalent to NJC Scale 6-SO1)**

*(This is technically Pay Award pending from April 09 onwards)*

- Hours of work:** 37 hours per week, Monday to Friday on a flexi-time basis. Applicants must be willing to work away from home as required. In the event of work undertaken on evenings or weekends, and which may involve travel away from the office, time off in lieu of payment is given.
- Holidays:** 25 days, plus 3 additional days in the Christmas/New Year period, plus all public holidays.
- Pensions & other benefits:** NEA operates a non-contributory pension scheme, which, in addition to basic salary, creates a personal pension plan contribution of 14½% of salary. NEA also operates a death-in-service benefit scheme and a long-term sickness benefit scheme.
- Probationary Period:** All new NEA staff undergo a minimum six month probationary period.
- Relocation:** NEA is prepared to assist with inevitable costs, e.g. removal expenses, extra travel, solicitors, estate agency fees, etc. We will pay up to £500 for such costs, subject to production of receipts and evidence (such as quotations) that the sums claims are reasonable for the nature of the expense. This tax free payment will be viewed as a loan and will be repayable in the event that you elect to leave NEA in under 12 month's time.
- Office:** The offices for NEA Northern Ireland are on the third floor of a building in central Belfast. This building does not have a lift.
- NEA has a firm "No Smoking" policy.**
- Transport:** Whilst NEA's policy is to encourage the use of public transport wherever possible, there is recognition that this may not always be possible, particularly in rural areas. A mileage rate at the approved HMRC rate will be paid for agreed private car use.

Full terms and conditions will be made available to the successful applicant.

## APPLICATION PROCEDURE

Applications should be submitted on an NEA NI application form (attached) and be accompanied by a letter outlining why the applicant is interested in the post, their qualifications and experience, which they feel are appropriate and any other relevant information.

Candidates are required specifically to address how they meet each of the essential and desirable requirements outlined in the job specification, providing examples and evidence where possible.

Closing date for all applications is **15 May, 2009 by 4.30pm. Electronic applications will be accepted** if sent to [brenda.kerr@nea.org.uk](mailto:brenda.kerr@nea.org.uk) by **4.30pm** but must be supplemented by a signed hard copy if called for interview.

**Applications by CV will not be accepted as a substitute for the normal form.**

Applications will not be acknowledged unless applicants enclose a stamped addressed envelope.

Send postal applications to:

National Energy Action  
64-66 Upper Church Lane  
Belfast  
BT1 4QL

***Please mark them as private and confidential and for the attention of Mrs Brenda Kerr (Ref Project Coordinator).***

NEA aims to be an equal opportunities employer. We welcome applications from all people who have the necessary skills and experience for the post.

## INTERVIEWS

Interviews will be held on Wednesday, 27 May, 2009 and Thursday, 28 May, 2009.

If you would like an informal discussion about the post, please call Pat Austin (Director NEA NI) on 028 9023 9909.

## **JOB DESCRIPTION**

**Job Title:** Project Coordinator

**Reporting to:** Development Coordinator

### **Duties and Responsibilities:**

1. Facilitate the implementation of the Northern Exposure Fuel Poverty Programme on behalf of the Fuel Poverty Steering Group.
2. Assess, collate and update relevant regional and local information on fuel poverty.
3. Develop an action plan, alongside a monitoring and evaluation framework against which progress on implementing the programme can be measured.
4. Develop a process of appropriate community engagement building on existing networks and groups.
5. Further strengthen the community development process through greater involvement of volunteer and key community activists.
6. Facilitate and develop appropriate linkages, networks and alliances with the community, voluntary, statutory and private sectors to ensure that there is a co-ordinated approach to tackling fuel poverty locally and ensure that opportunities for collaborative working are maximised.
7. Manage the fuel poverty programme by making the best use of resources, generating referrals to this project and other schemes, providing energy advice and referring people to advice agencies for benefit checks.
8. Work with, facilitate and advise local groups and communities to enhance their own capacity to explore and respond to the factors causing fuel poverty locally.
9. Develop frameworks for utilising existing networks and organisations, to tackle social isolation through contact with befriending or other programmes.
10. Establish and in partnership with others to develop and deliver awareness and training programmes to key individuals and organisations in the community, voluntary and statutory sectors.
11. Promote the development of evidence-based research on fuel poverty locally and in conjunction with an academic institution to explore new and innovative ways of tackling fuel poverty.
12. Develop in association with the reference groups possible research proposals that may arise through the lifetime of the project.

13. Contribute to the implementation of the fuel poverty communications strategy which seeks to maximise opportunities for promoting the issue of fuel poverty both locally and regionally via newspapers, newsletters and other appropriate media.
14. To advise on and facilitate the submission of funding applications to develop the local infrastructure and provide energy efficiency measures to vulnerable households that currently are unable to access this support. Working to extend the programme throughout North Belfast and into West Belfast.
15. Facilitate the preparation, presentation and dissemination of reports for and on behalf of the Fuel Poverty Community of Interest setting out progress in line with the implementation of the agreed action plan.
16. To be proactive in raising the profile of fuel poverty, energy efficiency and affordable warmth issues in target localities.
17. Any other duties as may be agreed from time-to-time.

Grade 6-S01 Equivalent

## PERSON SPECIFICATION

### Essential requirements

1. A good standard of education with a minimum of two 'A' Levels or equivalent.
2. Excellent IT skills (MS Office or equivalent).
3. Excellent oral and written communication skills, demonstrating a capacity to communicate with a range of audiences.
4. Excellent organisational skills and ability to establish systems and processes.
5. Produce clear and concise written reports.
6. A proven capacity to work under own initiative and with limited supervision, to be self-motivated and also to work as part of a team.
7. At least 5 years demonstrable experience in the last 10 years of working to assist development within communities.
8. Experience of working with volunteers or undertaking voluntary work.
9. Experience in one of the following fields: energy, community and voluntary, consumer advice, education, housing, health or social services.
10. A commitment to the aims and objectives of National Energy Action in Northern Ireland.
11. Practical experience of managing projects.

### Desirable Requirements

1. Experience or knowledge of energy efficiency within the domestic sector.
2. Awareness of the social, economic and environmental issues in Northern Ireland, including the extent of fuel poverty, and the roles of public, private and voluntary sectors in tackling fuel poverty.
3. Experience of being involved in a research project.
4. Experience of being involved and delivering training programmes.
5. Experience of dealing with technical issues.