

<b>Job Title: Allenergy Graduate Placement</b>
<b>Contract length: 1 year with scope for extension</b>
<b>Location: Malin House, Dunstaffnage, Oban</b>
<b>Salary: £23,083 - £27,948 plus generous pension contribution</b>
<b>Hours: 35 hours/week. 32 days annual leave plus 4 days over Christmas and New Year</b>
<b>Reporting to: Allenergy Management</b>
<b>Qualifications: Relevant degree awarded in past four years (proof of graduation date required)</b>
<p><b>Overview:</b></p> <p>Allenergy is an Oban based charity and social enterprise working to address fuel poverty and reduce carbon emissions by promoting and advising on sustainable energy use and renewable energy generation. We seek a recent graduate in a relevant subject to join our team for a one year placement, to work with Allenergy colleagues and other partner organisations on activities resulting in reduced fuel poverty, reduced carbon emissions, and improved health and wellbeing.</p> <p>This post will strengthen innovative and interdisciplinary work areas within Allenergy, develop collaborations with other local partner organisations, improve local community engagement activities, help to diversify potential future funding opportunities within the social enterprise, and contribute towards net zero. It will provide valuable experience for a recent graduate seeking to work in a friendly and supportive, enthusiastic and multidisciplinary team, in line with the Fair Work Framework, working to make a real difference in both the local community and the wider environment.</p>
<p><b>Skills and experience required:</b></p> <ul style="list-style-type: none"> <li>• Good communication and presentation skills, verbal and written (essential)</li> <li>• Good computer literacy (essential)</li> <li>• Good team working, networking, collaborative and cooperative skills (essential)</li> <li>• Self-motivation and ability to work to own initiative, without close supervision (essential)</li> <li>• An interest in equalities and social justice with a commitment to making a positive contribution to the lives of individuals and local communities (essential)</li> <li>• Excellent problem solving and aptitude for interdisciplinary work areas (essential)</li> <li>• Ability to organise and prioritise workload and to complete multiple tasks in a timely and efficient manner (essential)</li> <li>• Innovative and proactive approach, strong commitment to quality and continuous improvement (essential)</li> <li>• Awareness of energy related issues: energy efficiency, renewable energy, fuel poverty</li> </ul>

(essential)

- Awareness of climate change, carbon emissions and net zero (essential)
- Experience in offering advice and support to vulnerable individuals (desirable)
- Experience of working to project plans, achieving key performance indicators, monitoring and evaluating of project deliverables, and producing reports (desirable)
- Experience of using databases or client management systems (desirable)
- Experience of working in the third sector, working with communities to develop and deliver projects and initiatives (desirable)
- There may be occasions when it is necessary to travel, for which own car and driving license are likely to be required (desirable).

### **Main Job Functions and Activities:**

1. Carry out activities and work with people, who may sometimes be in vulnerable situations, to address the priorities identified by the community in Oban's Local Energy Plan: alleviating fuel poverty, achieving warmer homes that are better insulated, and increasing local energy generation - building on ALIenergy's existing longstanding expertise in these areas.
2. Work to strengthen interdisciplinary work areas within ALIenergy, develop proficiency in each area to increase staff resilience, develop links between existing projects and work areas, and help to diversify potential future funding opportunities.
3. Collaborate with other partner organisations across Argyll and Bute, including Inspiralba, for delivery of household resilience priorities by developing and implementing joint activities to help to reduce fuel poverty, decrease carbon emissions and progress towards net zero, and improve health and wellbeing.
4. Monitor and report on all project activities, benefits and outcomes achieved (community wealth building; impact for householders, carbon reductions etc) during the lifetime of the project, and any lasting legacies in terms of ongoing community benefits and potential sustainable income streams.
5. Attend a range of internal and external training opportunities.
6. Administrative tasks relevant to the post.
7. Carry out any other relevant tasks as requested by the ALIenergy Management and Directors.

For more information about ALIenergy, visit [www.alienergy.org.uk](http://www.alienergy.org.uk)