

## Retrofit Assessor Job Description

We are recruiting for three roles with [South East London Community Energy](#) (Selce) and [Repowering London](#).

**Salary:** £30,000- £32,000 pro rata.

**Status:** Two full time and one part-time (+/- 0.6FTE).

**Benefits:** 4% pension, 25 days annual leave.

**Length of contract:** 18-month fixed term October 2023 to March 2025, with potential for extension dependent on funding.

**Schedule/ hours:** 37.5 Hours per week. Provision for flexible working. Some evening or weekend events.

**Work Location:** You will have an office base at either The Forum@Greenwich (Selce), or Blue Star House, Lambeth (Repowering London). You will be expected to work from the office base at least one day per week.

### To Apply

Please complete the contact details form [here](#) and upload your cv by noon 13 September 2023.

Shortlisted candidates will be asked to complete an application form by noon 27 September 2023.

If you have any questions or queries about the job, please contact Haqqa Butt: [haqqa@selce.org.uk](mailto:haqqa@selce.org.uk)

### About Selce and Repowering London

Selce and Repowering London are award-winning community energy organisations. We both specialise in co-creating and delivering community-led energy and renewable projects. We are different to ordinary businesses as we are Community Benefit Societies, a type of co-operative social enterprise. We put people at the heart of everything we do and care about the communities we work with and each other. This is reflected in what we do and how we work.

We exist to ensure our communities can benefit from and participate in the development of the energy systems of the future. We are excited to partner together for the first time to deliver a new and innovative programme of community-led domestic retrofit.

### About the project

Selce and Repowering London are partnering to deliver an innovative approach to domestic retrofit that will insulate homes, alleviate fuel poverty and play a leading role in responding to the climate emergency. We will implement a community-led approach to address one of the great engineering challenges of our time – improving the energy efficiency of the UK's housing stock. Solving this challenge will address fuel poverty and climate change.

Our aim is to make retrofit easy to understand and access. We will provide a holistic retrofit coordination service that can be tailored to meet the needs of all households and residents. We will put people and residents at the heart of the process by taking a neighbourhood approach. To begin with, we will be working in four geographical London communities: Greenwich, Lewisham, Lambeth and Newham.

South East London Community Energy, The Forum@Greenwich, Trafalgar Road, London, SE10 9EQ, [info@selce.org.uk](mailto:info@selce.org.uk), 02045665764, [www.selce.org.uk](http://www.selce.org.uk)

Repowering London, 8th Floor, Blue Star House, 234-244 Stockwell Road, Brixton, London, SW9 9SP, [info@repowering.org.uk](mailto:info@repowering.org.uk), 020 3674 7519, [www.repowering.org.uk](http://www.repowering.org.uk)

We do not work alone. Both Selce and Repowering London are part of a quiet but growing community energy powered revolution that has been building across the UK over the last decade. This project is only the start; our long-term ambition is to develop an ongoing service across London that can also be replicated by community energy groups across the country. Join us for the start of this retrofit revolution! We have a number of new roles to help us deliver this ambition – we look forward to hearing what you can offer and how you can play a leading role.

### About your role – Retrofit Assessor

This is an exciting opportunity for a community-minded Retrofit Assessor who cares about tackling energy-related issues locally and leading in work towards a more inclusive and sustainable future. We have multiple roles corresponding to the communities in which we are delivering this project.

As Retrofit Assessor, you will work alongside a diverse and supportive team to deliver the aims and objectives of this project. Your work will be locally based in Greenwich, Lewisham, Lambeth or Newham. You will work closely with a locally based Outreach Officer and Retrofit Coordinator to support households and residents through the retrofit process, primarily through delivering retrofit assessments for households in accordance with PAS 2035. You will participate in community engagement events to promote the concept and benefits of retrofit and explain the process for residents. You will be an excellent communicator and be able to work with a diverse range of stakeholders. You will be excited to be at the forefront of this project, and comfortable being crucial to the success of this project.

The Retrofit Assessor will carry out domestic Energy Assessments and supply data to the Retrofit Coordinator, within the PAS 2035 framework, and be part of an energy advice team. We are looking to recruit Retrofit Assessors to support Retrofit Coordinators in the delivery of a significant number of free retrofit option appraisals.

### Responsible to

Project Lead (Selce – Greenwich and Lewisham)

Project Lead and Low Carbon Development Manager (Repowering London – Lambeth and Newham)

### Your Role

- Carry out retrofit assessments in accordance with PAS 2035 protocols for energy efficient retrofit of domestic buildings.
- Provide advice on energy efficiency and renewable energy measures to householders, as part of the outreach team.
- Carry out measured surveys to establish dimensions of the dwelling's heat loss envelope.
- Identify constraints imposed by the site.
- Identify the installed building services.
- Carry out appraisal of occupancy special considerations and vulnerabilities.
- Produce relevant reporting to the Retrofit coordinator, using PAS Hub CoreLogic Retrofit software, and logging with ECMK Assessor Hub.
- Maintain accurate and records of interactions with clients, contribute to evaluation and research.
- Attend outreach events and provide Energy advice information to clients and at public events.

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- Work as a part of the Selce team, with some flexibility of tasks involved as the project progresses.
- Have a proactive input into the development of a tailored CRM client data recording and management system to support the smooth roll out of the project.
- Provide administrative support to the delivery of projects. Contribute as part of the delivery team.

### Skills

- Knowledge of the Retrofit process and the roles as identified within PAS 2035.
- Understand the retrofit industry and the processes involved.
- Knowledge of the Energy Company Obligation Scheme (ECO).
- Experience of energy assessment tools and models: SAP (full version), or PHPP software.
- Experience of carrying out accurate measured surveys of existing buildings
- Use of spreadsheets for data input and management and ability to check for errors.
- Understanding of building physics, including the thermal and moisture performance of different materials and construction.
- Understanding of building services including the different heating and ventilation systems available, how they operate and how they are controlled.
- Understanding of the whole house and fabric first approaches to domestic retrofit.
- Understanding and experience within the construction sector.
- Experience of customer-facing roles, in particular dealing with private households/owner-occupied clients.
- A strong communicator with the ability to tailor your approach to each individual.
- Risk awareness: you will be required to follow appropriate health and safety procedures as part of this work to protect you and the householders.
- Attention to detail: collecting and collating data accurately.
- Able to provide Feedback on the method and tools and issues raised by householders.

### Qualifications/ Experience

#### *Essential*

- Domestic Energy Assessor DEA qualification.
- Retrofit Assessor PAS 2035 qualification- or equivalent e.g. Level 4 Award in Domestic Retrofit Assessment (Retrofit Academy), Retrofit Assessor (Elmhurst energy)

#### *Desirable*

- Accredited, ideally with ECMK and familiar with their core logic software/ Membership of a Trustmark Approved scheme.
- Academic or professional qualification in a built environment discipline, eg building surveying, architecture or architectural technology, engineering.
- Retrofit specific training or qualification – e.g. AECB CarbonLite Retrofit, Retrofit Coordinator.
- Level 3 Award in Energy Efficiency for older or traditional buildings (PAS 2035).
- Conservation area property experience.
- Energy Efficiency in Older & Traditional Buildings (EOTB) Level 3 Award.
- ECO funding experience.
- Knowledge of other energy assessment tools: PHPP, BREDEM, rdSAP.
- 12-18 months experience in delivering Retrofit Assessment Services to clients.

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Repowering London and Selce are equal opportunity employers. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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