



Suite 1, 19 Wellington Square, Hastings TN34 1PB

[www.energisesussexcoast.co.uk](http://www.energisesussexcoast.co.uk)

### Events and Community Engagement Lead

#### Key Details

- Hours: 30 hours a week.
- Pay scale: £32,000 pro rata
- Fixed contract until 31<sup>st</sup> March 2025 with a strong possibility of extension if targets are achieved.
- Job location: Home based (or optional hot desk in Hastings) with regular events in Hastings, Rother, Eastbourne and Wealden. Please note travel to the events will only be reimbursed from a local East Sussex postcode, we would not be able to cover the cost of travelling to events from London or further afield.
- Flexible working – includes evening and weekend work.
- Holiday: You will be entitled to leave equivalent to 33 days per year including Public Holidays, depending on your contractual hours (pro rata for part-time staff).
- Pension: If you are eligible for a workplace pension, ESC will automatically enrol you in the NEST defined contribution pension scheme in accordance with legislative requirements.
- Application closing date: 12<sup>th</sup> May 2024 (midnight)

#### About us

Energise Sussex Coast is a community benefit society. Our mission is to work together to end fuel poverty and protect the environment through community led local green power & energy saving schemes.

We provide free and impartial energy advice to members of the public, with a particular focus on those at risk of fuel poverty. We also install energy saving equipment at no cost for low income households and encourages and support energy efficiency and renewable energy generation by households and communities.

We deliver and support decarbonisation projects for villages and neighbourhoods, train energy champions and help to create and mentor new community energy groups.

We run regular popular workshops and events and look to expand our offer with this new role.

This role is funded by the UK Power Networks/ Community Energy South No One Left Behind fund.

#### Our values

Energise Sussex Coast is a Community Benefit Society (IPS 31639) registered at McPhersons Accountants 23 St Leonards Road, Bexhill on Sea, East Sussex TN40 1HH.

Contact: - [hello@energisesussexcoast.co.uk](mailto:hello@energisesussexcoast.co.uk), Tel 01424 390 062

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- Compassion
- Trust in communities
- Creating a positive future
- Building knowledge & resilience
- Challenging unfair systems
- Working cooperatively for our shared planet

## **Role purpose**

To organise and deliver a calendar of engaging and inspiring energy themed events across East Sussex. The events will cover the following themes: saving and sharing energy, insulation, solar and batteries, renewable heat, funding energy efficiency measures, creating healthy and mould-free homes etc. They will reach 1000 beneficiaries across the year. Events formats to include information evenings, practical skills-based workshops, speaker and Q&A events, and drop in advice events.

To develop community engagement opportunities for the team of two Energy Advisors including opportunities for them to present to community and resident groups and attend community events.

Part of this role will be working together with our volunteer Energy Champions and working collaboratively with partners across East Sussex to organise, plan and fund events which have positive outcomes for communities. You will also work in collaboration with the energy and retrofit advice team to create pathways from our events to one-to-one advice with a specialist advisor.

Reports to: Director of Projects and Operations

Work with: 2 Energy advisors who will be delivering the energy advice and talks for the project.

## **About you**

You are committed to getting the information out there about the transition to zero carbon in a way that is engaging and brings communities together.

You have experience of organising events or other engagement activities. You bring a proactive attitude to the role. You are confident and self driven but enjoy working in cooperation to achieve common goals and to increase your impact. You are a creative thinker with some great ideas about how to engage communities in the transition to a fossil free future and ensure that no one is left behind.

You are a great advocate and because you believe in community energy are happy to promote our services to other organisations and groups with the aim of increasing the number of residents we can support with energy advice and who are able to engage in the transition to a more sustainable future.

You have a high standard of written and verbal communication skills. You are organised with an attention to detail and respect for the importance of collecting data to enable monitoring and evaluation of the project. You want to improve the events by collecting and listening to feedback and implementing improvements. You value the input of our service users, volunteers and staff team into the design of the events programme.

## Responsibilities

- Work in collaboration with the ESC team and stakeholders to design a programme of inspiring energy and climate themed events in Hastings, Rother, Eastbourne, and Wealden, reaching a total of 1000 residents across the year.
- Create engagement opportunities for your team at the events and activities of other organisations and local groups by networking and working with the Communications and Marketing person to promote our services.
- Find interesting speakers and organisations to participate in our events.
- Create public events for our No One Left Behind project, finding new, exciting ways to engage the public in conversation about energy and climate topics.
- Manage the administration and logistics of the events, including room bookings, ticket booking processes, etc.
- Look for opportunities to invite our funder along to events and participate in the activities.
- Manage relationships with staff team and volunteer Energy Champions on local events.
- Create event plans and risk assessments for each event.
- Work with the Marketing and Communications Officer and local volunteers to plan PR and promotion of events to agreed timelines.
- Create and work to agreed budgets.
- Ensure you are collecting the data needed to monitor and evaluate the project.
- Create inclusivity in the event registration and attendance experience to support people with a variety of needs.
- Ensure events feed into the wider work and services of Energise Sussex Coast.
- Provide event reports to manager detailing the number of attendees, write-up of the event, and feedback.
- Provide general assistance with ESC events and projects as required.
- Adhere to Energise Sussex Coast's policies around safeguarding, data protection, etc.
- Attend monthly in-person team meetings in Hastings.

## Criteria

### Essential

1. Professional experience or a personal commitment to the pressing importance of the transition to a sustainable, fossil fuel free future
2. Experience of organising events or community engagement.
3. Experience or an understanding of the importance of quality data collection, monitoring and evaluation, for example collecting and analysing event feedback
4. Effective administration and organisational skills, with good time management and high attention to detail
5. Good written and verbal communication skills
6. Experience working in a team for shared objectives and self-motivated to work independently.

### Desirable

7. A qualification in a relevant field: events, marketing or climate/ energy

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## 8. Experience of working with volunteers

You must have the right to work in the UK.

### **DBS**

A DBS check will be required.

### **To apply**

Please apply via our listing on Charity jobs: <https://www.charityjob.co.uk/jobs/energise-sussex-coast/events-and-community-engagement-lead/963667?tsId=36>

You will need to send the following:

1. A copy of your CV
2. A covering letter (of around a page or two) of how you meet the essential and desirable criteria. Please use the numbers from the list of criteria and **give an example** for each one. Examples can be taken from your professional or personal life. For example, rather than say "I have strong computer skills" say "I have strong computer skills as I use a case management system in my current work and often use Excel to create charts and graphs to analyse information."

Please note that if you are selected for the job you will need to provide two references, one from your most recent employer.

Applications should be sent by midnight on Sunday 12<sup>th</sup> May.

For any queries or any informal chat please contact Kate on [kate@energisesussexcoast.co.uk](mailto:kate@energisesussexcoast.co.uk) / 01424 390062.

Interviews in person in Hastings on Wednesday 22<sup>nd</sup> May. Travel expenses can be reimbursed.

### **Inclusion and equality of opportunity**

If there's anything you need to help you apply for the job - whether that's help with the job application or alternatives to interview or particular requirements for interview access, please let us know and we will make alternative arrangements.