



COMMUNITY ADVICE AND LAW SERVICE, LEICESTER ENERGYWISE PROJECT VACANCIES

The Community Advice and Law Service, Leicester (CALs) provides legal advice and representation on matters of debt, housing, welfare benefits and immigration. CALs has recently obtained funding for a new project - Energywise - starting in September 2020. Energywise will add value to the work CALs does to enhance the well-being of Leicester residents. It will support residents to manage their fuel accounts and to improve their financial circumstances and budgeting skills. We are recruiting a team of people to deliver this project: the Relationship and Development Manager, 4 advisers including the Advice Supervisor, the Training and Volunteer Support Officer and the Administrator.

Administrator

37 hours per week

£18,360

Location: Leicester City

You will provide administrative support to the Energywise team, managing the diary, liaising with our partner organisations to arrange advice and training sessions, and maintaining client records on our electronic case management system. You will have sound administrative and organisational skills and the ability to organise and manage your own workload without close supervision. You will be proficient in using office software systems and in using spreadsheets to analyse statistical data. You will have excellent interpersonal skills and the ability to deal competently with callers in person and on the telephone.

Energywise Adviser (3 posts)

37 hours per week

£21,210

Location: Leicester City

You will deliver advice sessions at venues throughout Leicester, providing advice and assistance to the project's clients on energy efficiency, money management and income maximisation, including assistance to apply for welfare benefits entitlements and charitable funds. You will deliver talks on energy management and assist in the promotion of the service. You will contribute to the support and supervision of volunteers. You will have previous experience of delivering advice on energy matters and/or personal budgeting, money management, welfare benefits or another category of social welfare law. All advisers must achieve the Energy Adviser qualification at City and Guilds level 3 within 3 months of appointment. Training will be provided if this qualification is not currently held.



Energywise Advice Supervisor

37 hours per week

£25,250

Location: Leicester City

Your role will include direct advice provision; technical supervision of the advice team to ensure that the advice meets the required quality standard; liaison with our delivery partners to organise the advice sessions. You will have at least 2 years' f.t.e. experience of providing advice on energy matters, debt or welfare benefits, and at least 1 year's f.t.e. experience as a supervisor in one of those categories, working to the AQS, SQM or Lexcel standard. You will hold the Energy Adviser qualification at City and Guilds Level 3 or be able to achieve this within 3 months of appointment.

Energywise Relationship and Development Manager

37 hours per week

£28,785

Location: Leicester City

You will be responsible for the planning, promotion and development of the project, reporting to the Executive Director of the Community Advice and Law Service. The main duties include leadership of the team; initiating and managing relationships with up to 10 delivery partners, to ensure coverage of the city; data analysis and evaluation in order to enhance the impact and sustainability of the project; reporting to the Energy Redress Scheme. You will have at least 2 years' f.t.e. experience as a project manager, including experience of contract and relationship management, supervision of staff and performance management in order to meet contract targets.

Energywise Training and Volunteer Support Officer

30 hours per week

£21,216

Location: Leicester City

You will be responsible for recruiting, training and supervising volunteers who will support the project's users in carrying out actions recommended by the advisers. You will devise and deliver a training course for volunteers and liaise with other members of the project team to integrate the work of volunteers within the project. You will hold a recognised qualification in teaching or training adults and will have at least 2 years' f.t.e. experience of preparing and delivering training courses and of mentoring and supervising colleagues or volunteers. You will be familiar with the social



welfare advice sector and its regulatory framework, in particular with regard to client care, safeguarding and data protection.

For an application pack for each post, contact: enquiries@cals.uk.net

Applications must be made using the application form. CVs will not be accepted

Closing date for all posts: Wednesday 15 July

Interviews will be held in the weeks beginning 20 July and 27 July