



About Petersfield Climate Action Network

Petersfield Climate Action Network is an environmental charity set up by local residents in and around Petersfield, Hampshire. We were registered as a CIO (Charitable Incorporated Organisation) in December 2020, charity number 1192778.

Our mission is to help Petersfield and surrounding villages reduce their carbon emissions and protect nature, which we do by leading and supporting decarbonisation and nature projects in the community. We work with local people and organisations to help make the changes to our buildings, transport, natural environment, understanding and behaviour that our community needs to live sustainably. Our vision is for the Petersfield area to become carbon neutral as quickly as possible, given the IPPC's recommendation for carbon emissions to halve by 2030 from 2019 levels.

PeCAN is made up of its volunteers, including ten trustees, around 1600+ followers, and a small, part-time staff team.

Retrofit Adviser (3 days)

This is a part-time role (3 days per week) providing Retrofit Advice as part of the Hampshire Retrofit Advice Hub project, funded by the Energy Industry Voluntary Redress Scheme Carbon Emissions Reduction Fund.

There is a possibility of combining this role with a similar 2 day per week role at Energy Alton to make up a full time post.

Responsibilities

- Lead the implementation and delivery of the Retrofit Advice service in Petersfield and south east Hampshire
- Carry out advice calls (telephone and/or online meeting) to 540 unique households.
- Provide face to face retrofit advice to 90 additional unique households.
- Provide light-touch retrofit advice at events to an additional 400 unique households.
- The total number of unique households reached is 1030 over the duration of the project (running until end October 2026)
- Recruit and train 34 Green Home Champions
- Carry out customer surveys to gauge satisfaction and impact
- Develop and manage projects in line with PeCAN objectives and priorities
- Build PeCAN's support and profile in the local community

Tasks

- Lead the delivery and implementation of the Retrofit Advice Service in Petersfield and south-east Hampshire, acting as a point of contact for project participants and volunteer Green Homes Champions.

- Develop a local marketing plan for the project and work with PeCAN Marketing and Communications Manager to ensure this is delivered.
- Work with relevant external organisations to make links and promote the objectives of the project as required.
- Deliver energy advice to 1030 unique households – via telephone, online meetings and events – and log details as required by the project.
- Recruit and train 34 Green Homes Champions to provide retrofit information and signposting/referrals for advice where appropriate.
- Respond to enquiries from the general public about the project.
- Work with PeCAN trustees, the Environment Centre and other partner groups to ensure that work plans are set, progress against plans is monitored, and identify where action is needed to ensure plans are implemented.
- Attend project management meetings and other relevant meetings.
- Complete the general administrative tasks, including logging of relevant customer details, related to the project as required.
- Assist PeCAN trustees with budgeting and financial reporting for the project.
- Support PeCAN trustees to build the profile of PeCAN and the Retrofit Advice Hub within the local community.
- Undertake relevant training where needed.
- Assist with other PeCAN projects, as a secondary priority, where time and resource allows.

Person Specification

Essential/Desirable

Educated to a minimum of A level standard or equivalent Holds a level 3 qualification in Energy Awareness or is willing to undertake this training and qualification	E
Interest in home retrofit and home energy matters	E
Proven delivery in community engagement and working with multiple agencies	D
Excellent written and oral communication and numeracy skills especially explaining technical information to laypeople	E
Experience of interacting with the public and people of different ages and backgrounds	E
Willing to learn new skills in a team environment	E
Competent and self-starting, problem solver	E
Excellent project management and people skills	E
Comfortable with common IT platforms, Word, Excel	E
Qualification in environmental science and previous experience relating to home retrofit management	D
Flexibility to work occasional weekends and evenings	E

Terms and Conditions

Remuneration: £18,000 per annum gross (equivalent to £30,000 FTE)

Hours: 3 days (22.5 hours) per week. Occasional evening and weekend work may be required.

Contractual arrangements: Fixed term until 31st October 2026.

PeCAN meets its statutory requirements in respect of statutory workplace pensions. Further information on contract terms will be provided separately.

Holidays: 17 days per annum based on 3 days a week

Reporting to: PeCAN Team Leader

Location: Central Petersfield. It is expected that the postholder will mix working from home, in the PeCAN office and other locations as required e.g. to attend meetings or events across Hampshire.

Start date: As soon as possible

Application Process

For an informal discussion about this role, please contact hello@petersfieldcan.org.

Applications should be sent via email to hello@petersfieldcan.org to arrive by 09:00 on Tuesday 21st January 2025 and include:

- your CV
- a covering letter setting out how you match the person specification
- the names and contact details of two referees who are not related to you, nor close friends
- the equal opportunities monitoring form, completed. This will not affect our decision but enables us to ensure that we are reaching applicants from diverse communities.

Interviews are planned for the week the first week of February. Please tell us in your application if you are unavailable over this period.

PeCAN is committed to providing equal opportunities for everyone regardless of their background, sex, gender, sexual orientation, disability or ethnicity.