

Insulate Innerwick

Project Development Manager

JOB DESCRIPTION

Location and status

Innerwick, Dunbar, East Lothian. Working from home, 1 - 3 days a week negotiable/flexible. £40 per hour on a self employed basis

Context

This is the second stage of a project managed by the charity Sustaining Dunbar (Community Development Trust), with financial support from Dunbar and East Linton Area Partnership, Fred Olsen Renewables, Crown Estates (Coastal Communities Fund), SSE Renewables, Neart na Gaoithe Offshore Wind Ltd., EastCoastGridServices Ltd., and Viridor Energy.

We currently have funding for around 200 hours work but we hope this may be extended subject to securing further funding. The draft feasibility study is [available here](#).

Purpose

To explore the feasibility and encourage the installation of energy efficiency measures in domestic settings in the Innerwick area with an emphasis on retrofitting.

Process/Activities

- Undertaking a range of activities to engage the local community in understanding retrofitting, creating momentum for the project, including organising local events.
- Publicising the project, using local social and print media.
- Collating information from retrofit industry suppliers, contractors and project research to develop small practical printed and web based consumer guides.
- Strategic liaison with a wide range of government, local authority, health and third sector bodies and similar projects to ensure a mutually helpful fit with other energy efficiency schemes.
- Promoting the scheme to relevant wind farm community benefit schemes and other grant giving bodies, alerting Sustaining Dunbar to possible funding offers.
- Locating reliable contractors, large and small
- Ensuring that information to enable monitoring and evaluation is gathered on an on-going basis.

- Completing the feasibility study and producing the final report, evaluation for funders and recommendations. This will include negotiating a strategic relationship with The Ridge Foundation CIC.

Person specification

Essential

- Technical understanding of buildings
- Working knowledge of retrofit industry and home energy audits
- Commitment to sustainability
- Ability to work across a range of settings from grassroots to strategic level
- Communication skills - ability to write material for a wide range of audiences
- Strong IT skills including data base management, online surveys

Desirable

- Knowledge of Community Development approaches
- Design skills for publicity materials
- Familiarity with use of social media streams

Terms of employment

Self employed, invoicing hours monthly, with details of work undertaken. Based at home. Some evening/weekend work will be necessary, and can be arranged as convenient.

Expenses included in fee: phone and internet, consumables.

Budgeted activities not forming part of this contract: costs of public engagement activities, including newsletters, postage and hire of village hall.

Further information

Jo McNamara, board@sustainingdunbar.org may be contacted for more information and to discuss the role further.

How to apply

We would be grateful if applicants could respond by sending us a resume of experience and a brief outline of how they would approach developing the next phase of work to:

Jo McNamara, board@sustainingdunbar.org

The closing date for applications is the 6th December and we plan to hold interviews in mid-December.