

CHAMBER OF COMMERCE

JOB DESCRIPTION

Job Title:	Chamber Low Carbon Energy & Environment Advisor (Junior)
Reporting to:	Chamber Low Carbon Programme Manager
Responsible for:	Delivering energy/environmental consultancy services Collecting outputs for the ERDF funded Chamber Low Carbon Programme
Salary:	£18,000 per annum

Purpose of Role and Key Responsibilities

- **Delivering energy efficiency and environmental consultancy services**
- Delivering environmental/resource efficiency consultancy services
- Delivering one to one services to the participating enterprises including onsite energy/environmental audits.
- Developing the enterprise environmental/energy management plan and supporting implementation
- Identifying savings that participating enterprises could make on site.
- Identifying enterprises interested in developing their onsite generation capabilities.
- Promoting relevant and appropriate on-site renewable energy generation products.
- Assisting participating enterprises to calculate their Greenhouse Gas baselines, identified savings opportunities and actual realised reductions after installation of equipment or behaviour/process changes.

- **Collecting outputs both as signed forms and collecting objective evidence for the ERDF funded Chamber Low Carbon Programme**
- Ensuring the documentation for participating enterprises output recording is completed correctly and on time and file with supporting evidence as appropriate.
- Supporting the Director, Finance and Policy with claims submissions

- **Administration and Membership Services**
- Update Chamber Track in relation to members and non-members participating in the Low Carbon Programme.
- Promote the wider Chamber offering to participants within the Chamber's geographical operational area.
- To be an effective member of the team, with strong influencing skills, a strong customer service focus, problem solving approach and the ability to build effective relationships.
- Be flexible in accordance with the requirements of the business and carry out any other duties as required.

This post is part funded by the European Regional Development Fund

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PERSON SPECIFICATION

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Specification

Essential

- Methodical and diligent
- Familiar with Microsoft Office suite
- Data management and interpretation
- Technical report writing skills
- Good organisational skills
- Good communication skills
- Team player and willing to learn
- Self-starter
- Clean driving licence and access to a motor vehicle

Desirable

- Environmental Science or similar degree
- Familiar with energy monitoring techniques
- Interest in business and environmental issues
- Knowledge of energy efficiency measures
- Innovative

Hours of Work

5 days per week 9am to 5pm

Based in the Chamber Low Carbon Hub on the ground floor Red Rose Court, Accrington

5 weeks holiday