

## JOB DESCRIPTION



<b>Job title</b>	Senior Retrofit Coordinator
<b>Job location</b>	The role is predominantly home-based, with an assigned office location in either Sutton or Aylesbury. Further travel may be required to fulfil the responsibilities of the position, including visits to AgilityEco offices, client meetings, or site visits, primarily in the South East.
<b>Remuneration</b>	£40,000-50,000 per annum dependent on training, qualifications and experience
<b>Hours</b>	37.5 hours per week with 25 days annual leave, plus additional 1 day per year of service up to 30 days, and bank holidays.
<b>Purpose Statement</b>	<p>AgilityEco is a dynamic and fast-growing business that has established a leading position in the origination and delivery of energy efficiency and fuel poverty programmes. Our clients include many of the major energy supply companies, network operators, Local Authorities, and industry supply chain partners. An important aspect of our business is managing large scale energy efficiency and fuel poverty projects, such as:</p> <ul style="list-style-type: none"> <li>• <b>SHDF (Social Housing Decarbonisation Fund):</b> The Social Housing Decarbonisation Fund sets out to improve the energy efficiency of socially rented homes. It covers upgrades including fabric measures such as insulation as well as heating measures.</li> <li>• <b>LEAP (the Local Energy Advice Partnership):</b> A Warm Homes Discount Industry Initiative project, providing important advice, support and energy saving measures to fuel poor and vulnerable households referred by local authorities and local referral agencies</li> <li>• <b>ECHO (Emergency Central Heating Offer):</b> ECHO provides immediate help to vulnerable residents whose boilers have broken down. Over the past three years ECHO has repaired or replaced over 5,000 boilers.</li> <li>• <b>WHF (Warm Homes Fund):</b> AgilityEco is managing three WHF projects providing first-time central heating and gas connections to around 4,000 households over a three-year period next three years.</li> <li>• <b>LAD (Local Authority Delivery):</b> Working with around 20 Local authorities AgilityEco is supporting households with the installation of a range of energy efficiency, low carbon heating and renewable energy generation measures.</li> </ul> <p>Work in this area of the business is dynamic and fast-paced owing to the agile nature of the business and the ongoing development of new projects.</p>
<b>Role description</b>	<p>The senior retrofit coordinator will have overall responsibility for project managing the delivery of the PAS2035 process on client projects. This involves overseeing the retrofit process from start to finish, from surveying and measure modelling to risk assessment, design, installation and lodgement.</p> <p>The role requires a high level of experience and expertise in PAS2035 processes combined with a practical grounding in the built environment. It involves regular interaction with clients, surveyors and installers, and may require site visits. The senior retrofit coordinator may manage several projects simultaneously, and proactive reporting of progress, issues and actions is essential. An eye for detail and an aptitude for problem solving are musts.</p>

<b>Dimensions of role</b>	This role sits within AgilityEco’s Retrofit Coordination team reporting directly to the Retrofit Coordination Manager.
<b>Essential skills, knowledge and expertise</b>	<p>Minimum qualifications include:</p> <ul style="list-style-type: none"> <li>• Level 5 Diploma in Retrofit Coordination and Risk Management</li> <li>• Qualified Domestic Energy Assessor (DEA)</li> <li>• Level 3 Award in Energy Efficiency for Older and Traditional Buildings</li> <li>• Full driving licence</li> <li>• Up to date CPD</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Qualification specific to a relevant energy efficiency measure e.g. NVQ2 CWI, NVQ2 EWI, NVQ3 gas installations</li> <li>• Membership of a relevant professional body e.g. CIAT, CIOB, RICS, ARB</li> </ul> <p>Technical experience required:</p> <ul style="list-style-type: none"> <li>• Significant experience of working as a retrofit coordinator</li> <li>• Retrofit design (desirable)</li> <li>• Experience of SHDF and ideally LAD/HUG and/or ECO projects</li> <li>• RdSAP modelling</li> <li>• Lodgement of jobs in Trustmark data warehouse</li> <li>• Experience using industry software such as PASHub, ECO-Surv</li> <li>• Knowledge of the energy efficiency and fuel poverty sector</li> <li>• Knowledge of PAS2030 and PAS2035</li> </ul>
<b>Person specification</b>	<ul style="list-style-type: none"> <li>• Experienced retrofit coordinator and qualified DEA with Level 3 Award in Older and Traditional Buildings</li> <li>• Demonstrable experience interacting with clients</li> <li>• Strong personal initiative and aptitude for problem solving</li> <li>• Excellent interpersonal and client liaison skills</li> <li>• Effective organisational skills with the ability to prioritise own workload and that of others to meet deadlines</li> <li>• Great communicator, proactive approach to reporting on issues and progress in a simple, easy to understand way</li> <li>• Demonstrable project management experience</li> <li>• Experience of delivering a sizeable retrofit energy efficiency project to completion</li> </ul>