

JOB DESCRIPTION



Job title	Retrofit Coordinator
Job location	Remote or at AgilityEco’s office in Sutton or Aylesbury. Occasional travel to other offices as well as to meet with clients may be required.
Remuneration	£30,000 - £45,000 per annum dependent on training, qualifications and experience
Hours	37.5 hours per week. 25 days annual leave (increasing by 1 day per year of service up to 5 years) Plus bank holidays. Enhanced parental leave policies. 2 paid volunteer days annually.
Purpose Statement	<p>AgilityEco is a mission-led BCorp business that provides a range of services supporting energy efficiency and retrofit into domestic properties in Britain – especially in fuel poor and vulnerable homes.</p> <p>AgilityEco has grown to become one of the leading delivery organisations for energy efficiency and retrofit programmes in Britain, supporting over 36,000 households in 2022/23, delivering nearly 95,000 energy efficiency measures and generating £75m in lifetime bill savings. Working with hundreds of partner organisations, including partnerships with 365 local authorities, we provide a range of services for energy companies, homeowners, installers, local authorities and social housing and private landlords.</p> <p>We value diversity and encourage people from all backgrounds and communities to apply, our teams individual life experiences are part of what makes us great and we commit to providing a safe and inclusive environment for all.</p> <p>PAS 2035 is a publicly available specification which outlines the necessary standards for the future of domestic retrofit. It is designed to enhance retrofit standards, improve processes and introduce new skills, capabilities and roles.</p> <p>The built environment professionals responsible for facilitating, managing and delivering retrofit work to the PAS 2035 standard are Retrofit Coordinators and ensure compliance with the procurement, specification, and delivery of measures in all domestic retrofit projects, essentially guiding the decision-making process protecting the resident or homeowner’s interest from survey to handover.</p> <p>Our Retrofit Coordinator role takes responsibility for all aspects of complying with PAS2035 for internal projects as well as providing services to external clients.</p>
Role description	<ul style="list-style-type: none"> • Retrofit coordination of our projects • Liaising with Retrofit Assessors, Installers and our customers as necessary • Liaising with colleagues to resolve issues and identify system/process improvements • Responding to communication from customers in a timely manner and in a manner that builds customer loyalty and company reputation • Occasional site visits may be required to review projects and advise installers

Dimensions of role	This role sits within AgilityEco’s Retrofit team reporting directly to the Retrofit Coordinator Manager
Essential skills, knowledge and expertise	<ul style="list-style-type: none"> • Qualified in the Level 5 Diploma in Retrofit Coordination and Risk Management • Have a minimum of 1 years of experience as a Retrofit Coordinator • Have L3 Older and Traditional Buildings Qualification • Project management skills • Licenced Domestic Energy Assessor • Upskilled to (or working towards) Retrofit Assessor • Experience in managing internal and external stakeholders • Knowledge of the energy efficiency and fuel poverty sector • Knowledge of PAS2030, PAS2035 and any subsequent revisions of the Standard • Strong commercial acumen • Analytical skills including advanced use of spreadsheets
Person specification	<ul style="list-style-type: none"> • Good understanding and capability with MSOffice office suite • Good analytical and presentational skills – written and verbal • Good inter-personal skills • Effective organisational skills with the ability to prioritise own workload to meet deadlines