**Job Description: Project Assistant – HEAT Plus**

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| **Job title:** | **Project Assistant – HEAT Plus** |
| **Job purpose** | To assist the delivery of the HEAT Plus project: coordinating talks and home visits, sending out reports, maintaining records etc. |
| **Line manager** | HEAT Plus Project Officer – Anna Jolley  Surrey Climate Commission |
| **Hours** | Part Time, 1 day per week (0.2 Full Time Equivalent) = 7.2 hours per week, flexible work pattern.  Potentially some evening and weekend work (e.g. to cover events)  Additional hours worked will be paid (overtime) if agreed in advance with line manager |
| **Term** | 6 January to 30 April 2025 (circa 4 months).  4-week probation period.  2 week’s written notice |
| **Location** | Primarily home-based with occasional travel to communities and meetings as needed |
| **Salary** | £25,000 pa Full Time Equivalent, i.e. £5,000 pa for 0.2 FTE, which is equivalent to £1,667 for a 4-month project term. |

**Principal Activities**

To support the HEAT Plus Project Officer and Director of Projects to deliver the CES / UKPN-funded HEAT Plus (home energy advice team plus) service, until April 2025.

Specifically to:

* Book home visits (surveys), liaising between clients and energy champions
* Send out home visit reports to clients
* Maintain project records, including entering information into Jotform
* Book talks with local communities and partners
* Assist with communication and marketing
* Respond to enquiries
* Do desk-based research as required
* Other assisting activities as needed

**Key skills and requirements:**

* Very well organised and able to work on own initiative and within a small team, with a proven track record in delivering a busy and varied workload
* Relevant work experience in an administration / assistant role.
* Good communication skills, preferably with experience in talking to members of the public.
* Some experience of communication and marketing would be useful, e.g. writing articles and / or social media.
* An understanding of energy use in the home (and how to save energy) would be useful but not essential, as training will be provided.
* Good understanding of the challenges and potential solutions of climate change

**Reporting to:** Anna Jolley, HEAT Plus Project Officer

**Accountable to:** Cat Reeby, Surrey Climate Commission – Director of Projects