

Galloway Carbon Action Project (GCAP)

Job Description

Domestic Carbon Surveyors

Status

Part time Temporary Post

Duration

January 2010 — 31 July 2010

Main Purpose

To undertake Domestic Carbon Surveys of households involved in the GCAP (Creetown, Dalbeattie and Gatehouse of Fleet)

Background

GCAP has recently been awarded funding to advance carbon reduction activities in 3 communities; Dalbeattie, Creetown and Gatehouse of Fleet. Each community wishes to recruit part time Domestic Carbon Surveyors to undertake domestic carbon surveys and related client interaction. GCAP has identified a range of projects including improving the energy efficiency of local housing stock, developing low carbon food initiatives, and transport and waste projects.

It will be the Domestic Carbon Surveyor's role to undertake carbon surveys of homes in their respective areas. The Domestic Carbon Surveyors will be expected to work closely with Local Area Co-ordinators, rolling out the domestic surveys, manage schedules, resources, and effectively and efficiently recording data from each household.

The Domestic Carbon Surveyors will be an important part of the public face of the Project and will be expected to enthusiastically engage with householders.

Tasks

Engage with all members of the community to undertake the Domestic Carbon Surveys

Domestic Carbon Surveyors will be required to:

- Represent the GCAP within their respective communities;
- Work closely with the Local Area Coordinators in delivering surveys;
- Undertake domestic carbon surveys and related questionnaires to local households;
- Manage schedules and bookings for undertaking surveys; and
- Ensure data gathered is reliable and consistent.

Reporting to a Local Manager in either:

Dalbeattie Community Initiative

Creetown Initiative

Gatehouse Development Initiative

Skills and Qualifications

No specific qualifications are required, as full training will be provided, however candidates should be able to demonstrate a level of commitment to climate change issues, experience of work requiring good communication skills.

Essential Qualities

- Effective verbal communication, comfortable with speaking to individuals and households
- Positive and friendly approach to customers, directors and colleagues
- Ability to prioritise, plan and organise work on own initiative
- Enthusiastic, with a commitment to providing a high quality service
- Educated to good general standard
- A local knowledge of either Dalbeattie, Gatehouse of Fleet or Creetown communities
- Ability to work occasional evenings and weekends given the nature of the community work and attend meetings
- Self motivated and work under the direction of the Local Area Co-ordinator

Desirable Qualities

- Have an understanding and possibly experience in energy conservation in buildings or renewable energy
- Previous experience of working within communities or the voluntary sector

Salary Scale

Payment on a per-house basis (to be discussed)

Hours per week

Flexible

Location of employment

Domestic Carbon Surveyors will be likely to be working from home, however most of their time will be spent in the community.

Application submissions

By email to j.mcquarrie@carboncentre.org

Closing Date

Applications for the posts are to be submitted by 5pm on Monday the 21 December 2009.

December 2009