

## Volunteer Project Officer (Energy Envoys)

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### NEF

The National Energy Foundation (NEF) is an independent charity based in Milton Keynes, which has been at the forefront of improving the use of energy in buildings since 1988. We aim to give people, organisations and government the knowledge, support and inspiration they need to understand, manage and reduce the use of energy in buildings.

NEF employs around 32 staff from its low-carbon building in Milton Keynes, which uses a ground source heat pump, solar thermal, PV and a pellet stove as well as high levels of insulation.

In September 2015 we launched our Energy Envoys volunteering scheme for Duke of Edinburgh's Award (DofE) participants to complete the Bronze, Silver or Gold Volunteering sections of their Award. The aim of the Energy Envoys scheme – which is supported and endorsed by the UK's leading professional engineering institutions – is to harness the energy and enthusiasm of young people to help their local communities use energy more wisely, save money and reduce carbon emissions.

With a rolling registration of more than 300,000 participants and operating through more than 12,700 centres across the UK, DofE provides huge potential for developing a nationwide network of Energy Envoys.

### The Role

We are looking for a Volunteer Project Officer to support the promotion and roll out of the Energy Envoys scheme.

We have started to contact DofE centres and schools across the UK to raise awareness of the scheme, as well as using blogs and social media to generate interest. DofE also has a range of communication channels we can utilise at the regional and national level. The Volunteer Project Officer will assist with researching relevant contacts and promotional opportunities, building new and existing relationships with DofE centres, schools and DofE regional offices, as well as promoting the scheme through blogs and social media.

We are also seeking to develop opportunities for 'senior' Energy Envoys (professionals working in the energy efficiency and built environment sectors) to mentor Energy Envoys during their volunteering. To enable this we will need to develop processes, procedures and documentation such as a Code of Conduct and registration forms. The Volunteer Project Officer will assist with planning and visioning such opportunities, producing materials and researching opportunities for engaging and recruiting 'senior' Energy Envoys.

The role will be based in Milton Keynes and is a full time position expected to last for three months, although a shorter or longer placement could be negotiated for the right candidate.

### Tasks

- Research relevant contacts and promotional opportunities
- Build new and existing relationships with DofE centres, schools and DofE regional offices to support the roll out of the Energy Envoys scheme
- Write blogs to raise awareness of the Energy Envoys scheme
- Use social media (Twitter and Facebook) to generate interest in the Energy Envoys scheme
- Plan and vision opportunities for 'senior' Energy Envoys
- Research opportunities for engaging and recruiting 'senior' Energy Envoys
- Produce documentation such as a Code of Conduct and registration forms for 'senior' Energy Envoys

### **Skills Required**

This opportunity would suit someone with a genuine interest in energy, buildings, sustainability, education or marketing. The role will involve producing written content and contacting a range of organisations primarily by email, so excellent written communication skills are essential. Knowledge and experience of social media channels and other marketing tasks would be a distinct advantage. The successful candidate will be expected to contribute to the continuing development of the project, ideally bringing additional ideas to the mix and having good research skills.

### **Applications**

Applications will be considered on a rolling basis with appointment of a volunteer as soon as a suitable candidate is found. Applicants will be invited to an interview, after which they will be informed promptly of our decision.

To apply for this position please email [alexandra.steeland@nef.org.uk](mailto:alexandra.steeland@nef.org.uk) with a copy of your CV and a covering letter to outline your interest in this role. Please also enclose a copy of our volunteer application form which can be found here: <http://www.nef.org.uk/about-us/join-us/>. Your covering letter should explain how your education, work experience and skills and abilities meet the skills and requirements outlined above.