

## Volunteer Project Officer (SuperHomes)

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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.

Since 2007 we have been managing the SuperHomes project. This is a network of older homes which have been renovated by their owners to save at least 60% of their carbon emissions. They open to the public to educate and inspire others to improve their homes. SuperHome owners also respond to enquiries from the public on the specifics of the home improvements they have made.

The SuperHomes website includes Eco Renovation FAQs and an extensive searchable library of useful resources. There is a case study for each SuperHome and in many cases a video of the owner explaining what they have done and their motivations for doing so.

SuperHome Open Days in September allow members of the public to visit some 60 SuperHomes across the UK. The three month build up to these events is a particularly busy and exciting time for the SuperHomes team. When funding allows we run Open Days at other times and this sometimes includes a SuperHomes Week in March.

The Volunteer Project Officer will learn how an older home can become an eco home. They will also get hands-on experience of the type of behind-the-scenes coordination required to run a successful national event and a popular content-rich website.

We are currently looking for a volunteer to join us at the National Energy Foundation for three months to assist with the coordination and promotion of SuperHomes.

### Tasks

Reporting to the Online Marketing Manager, the tasks you will be asked to carry out may include any of the following.

- Chasing and adding quality images, event information and testimonials to the website
- Using desk research to bring media contact lists up to date
- Editing and/or rewriting text about houses and events to best fit the available space
- Writing guest blogs for partner websites using SuperHomes as case studies
- Using social media (Twitter, Facebook) to raise awareness of our events
- Adding SuperHome events to listings websites
- Supporting our fundraising by researching potential funders and sponsors
- Website content production (eg. News, Eco Renovation FAQs, links to new resources)
- The redevelopment of the My Green Builder section of the website
- Monitoring advance bookings and logging press and social media coverage
- Directing phone and email queries from the general public to the appropriate person

What you will be tasked with will depend on your own particular strengths and the needs of the project at the time you join us. We are not able to guarantee that you will work on promoting events. However, we can guarantee that you will be busy with often challenging work.

### **Skills Required**

This opportunity would suit someone with a genuine interest in energy, buildings, sustainability, or event management, marketing and promotion. Whilst the project will be mainly desk based, there will be some telephone work, so good written and verbal communication skills will be essential. Experience of social media and writing website content would be useful. The successful candidate will be expected to contribute to the continuing development of the project, ideally bringing fresh ideas to the mix.

For more about the project, please visit [www.superhomes.org.uk](http://www.superhomes.org.uk)

To apply for this position please email [gordon.glass@nef.org.uk](mailto:gordon.glass@nef.org.uk) with your CV, current employment status and a covering letter to explain what you could bring to the role.