

Job Description

Job Title	Trainee Retrofit Coordinator
Department	Survey
Location	Bathgate, travel as business needs require.
Reporting to	Retrofit Coordinator
Line Manager to	N/A
Key Relationships	Operations Director, Contracts Manager, Retrofit Coordinators, Surveys, Trainee Retrofit Coordinators, Project Manager, Project Coordinators, Customers, Clients, HR, H&S.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Overview of role:

Are you an aspiring domestic energy efficiency professional? The we have the perfect opportunity for you! Join Everwarm as a Trainee Retrofit Coordinator and learn the full retrofit assessment and delivery process in line with PAS2035 standards!

Put your skills to the test and with our support and expertise in the energy efficiency services industry; you will soon become a qualified Retrofit Coordinator; independently working on publicly funded frameworks to help retrofit domestic properties across the UK and be part of a more sustainable future!

Main Duties and Responsibilities:

- Supporting the Retrofit Coordinators in all operational delivery by ensuring each project is PAS2035 compliant.
- Liaising with the retrofit assessors and coordinators and our energy efficiency team.
- Helping Retrofit Coordinators with documentation and evidence for each assessment meets PAS2035 requirements.
- Working with the Retrofit Coordinators to carry out sustainable domestic energy efficiency measures at various levels.

Skills, Qualifications, and Experience:

- Experience in the energy efficiency industry is preferred.
- DEA experience (desirable)
- Level 2 Award in Understanding Domestic Retrofit (desirable)
- Strong project coordination and administrative skills.
- A passion for sustainability and renewables

Job Description

Additional Requirements:

- Disclosure Check
- UK Driving Licence
- Flexible Approach

What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick leave
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Work for PLC Company with option to join share save scheme.