

IEHT Warm Homes Manager – Work Plan and Desirable Skills

The role will focus on delivering the following outcomes:

- Reducing fuel poverty on Eigg through improvements to the housing stock, securing the island wood fuel supply and developing a sustainable Eigg Electric business to ensure ongoing capacity and resilience in the renewable energy system
- Developing a circular economy that uses Eigg’s own resources to reduce costs and deliver stability
- Developing a Fair Work plan for Eigg, the Trust and its businesses

There are 3 key strands to the Plan (and the role)

1. Housing quality and energy efficiency
2. Woodland management and development
3. Developing a circular economy and Fair Work plan for Eigg

We acknowledge that it is unlikely one person will have all of these skills, and are therefore proposing to split the role into 2 (3 days and 2 days pw.) However, if there is a particularly strong candidate that demonstrates an interest and capacity to cover both elements of the role, a full-time job will be offered.

The following tasks will be included in the role. Successful candidates will be asked to prepare a detailed action plan for community approval to deliver these outcomes within the first months of appointment.

1 – Housing and energy (not in priority order) – poss 3 days pw	2 & 3 – Woodland and Skills (not in priority order) – poss 2 days pw
Identify the key causes of fuel poverty on Eigg and options for addressing fuel poverty	Work with island forestry enterprises to explore the development of new products and services as well as employment and volunteering opportunities
A programme to improve energy efficiency in all Eigg Homes – including identifying funding and delivery mechanisms	Support the development of Eigg’s wood fuel and Tree Nursery businesses to ensure the long-term viability
A programme to support residents to access heating bill support and energy efficiency advice	Work with the Business Development Manager to deliver the long-term Forestry Management Plan, focussing on long term sustainability of the islands wood fuel resource

Improve the quality of all homes on Eigg to reduce living costs	Development of a Fair Work Policy for IEHT and other employers on the island
Develop a joint housing management and maintenance programme with Small Isles neighbour's	Development and promotion of circular economy opportunities on the island, building on Eigg's Clean Energy Transition Agenda
Support the development of Eigg Electric to ensure the Eigg power supply has the capacity and resilience to continue to provide carbon free energy to Eigg	Identifying and developing new partnerships to developing skills on Eigg to contribute to the long-term viability of the community
Desirable skills	
Experience in project development and construction – ideally in the housing or energy sectors	Experience of working in the community woodland sector
An understanding of energy efficiency within the home	Partnership development

Person Specification - Skills required for either/ both roles:

Key Criteria	Essential	Desirable
Qualifications and Training	A good standard of formal education to Highers/A level.	Project management qualifications
Work Experience	Experience of project management Experience of financial and grant management. Experience with tendering and procurement processes	Experience of working in a community setting. Knowledge of project funding sources and application processes. Partnership development

<p>Knowledge, Skills and Abilities</p>	<p>Strong self-discipline to work on own initiative in absence of close management.</p> <p>The ability to establish, build and maintain excellent working relationships, working well with people.</p> <p>The ability to engage with and work with people of all backgrounds and abilities.</p> <p>An ability to engage with the wider community and a range of stakeholders.</p> <p>The ability to recognise issues that arise and proactively respond, bringing in additional support where required.</p> <p>The ability to gather information and assist with completing forms for householders</p> <p>An ability to pass relevant information to partner organisations.</p> <p>Proven project management skills.</p> <p>Good written and verbal communication skills including an ability to present information in a clear and concise manner.</p>	<p>Entrepreneurial approach</p>
<p>Technical Skills</p>	<p>Excellent computer competence (Word, Excel, PowerPoint, Web, email)</p> <p>Comfortable with remote working communications technologies and practices</p>	<p>Use of project management software</p>
<p>Job Circumstances</p>	<p>Flexible for travel</p> <p>Strong motivation and enthusiasm for the post</p> <p>Clean driving license and access to own transport</p>	<p>Based on the Isle of Eigg</p> <p>Ability to establish contacts with Highlands and Islands development circles and public agencies</p> <p>Early start date</p>