



Job Profile

Freelance Open Homes Coordinator

1 Job Purpose

We are looking for a freelance coordinator with strong project management skills to run Green Open Homes B&NES, a weekend event in October when residents with energy efficient homes will open them to visitors. Research has shown that over 70% of visitors improve the energy efficiency of their homes after an open homes event. B&NES Green Homes will result in real energy savings to address the energy and climate crisis.

Working with key partners such as Bath & North East Somerset Council, Buro Happold and Transition Bath, the Open Homes Coordinator will fundraise, recruit home-openers and volunteer stewards, manage promotion and communications, organise key events, oversee the production of case studies of the homes and ensure an impactful and inspiring experience for participants.



2 Terms and Conditions

Hours	Hours per week for this self-employed, freelance role will vary depending on the programme, we expect an average of 2-3 days a week. The post requires flexible working including some evening and weekend hours.
Rate of Pay	£25/hr or a send freelance proposal.
Work Location	Working from home, with the post-holder able to join the team for co-working if desired, at The Guild, High Street, Bath on Thursdays.
Contract Length	April- end of October 2023
Reporting	This post will report to the Head of Community Business Development.
Start Date	As soon as possible.



3 Bath & West Community Energy

Bath & West Community Energy is a not-for-profit Community Benefit Society (a type of co-operative). Since 2010 when it was set up, BWCE has built over 12.5 MW of community owned solar power systems and one small hydro scheme, enough power to meet the equivalent annual electricity demand of around 4,000 homes. For more information see www.bwce.coop.

During this time BWCE has distributed over £300,000 of surplus income via its [independent community fund](#) to support further community action on carbon reduction and fuel poverty.

BWCE is working to put people at the heart of the energy transition, placing ownership and control of energy in the hands of consumers via clean energy projects that actively involve and benefit local communities.

Our vision is for an energy system where:

- Local people can buy low-cost, clean energy direct from local energy projects.
- Energy projects are owned and shaped by their communities – giving local people a voice in decision-making, and a stake in local projects.
- Collective action helps drive social change around energy behaviours and drives down energy demand.
- A more flexible grid, with storage and more demand shifting, maximising the use of intermittent renewable energy and removing the need for fossil fuels.

Community energy rests at the centre of this vision by harnessing local capital, generating returns that recycle into the local economy, increasing the profile of local energy supply and shining a spotlight on how and when we use energy on a day-to-day basis.

BWCE is growing its scope and scale to embrace this vision more fully. Our latest business plan to 2025 has four core goals as outlined below, with a summary of current activities and how we plan for this new role to interact and further our work.

Business Plan Goal	Current Activities
Maximise Community Renewables	<ul style="list-style-type: none"> • Current pipeline of 15MW of roof top and ground mount solar. More than doubling current capacity. • In discussions with commercial developers around taking another 30MW plus into community ownership.
Enabling Local Energy Supply	<ul style="list-style-type: none"> • Negotiating long term power purchase agreements with public sector partners. • Trialling peer to peer trading as part of an EU funded research project, ReDREAM. • Researching other potential opportunities and partnerships for enabling local supply, e.g. EnergyLocal.
Maximising the Community Role in Flexibility and Energy Efficiency Markets	<ul style="list-style-type: none"> • Trialling flexibility/demand side response programme as part of the EU funded ReDREAM project. • Feasibility study into community EV charging network showing potential for further development. • Feasibility study into co-locating battery storage and solar arrays. suggests we need greater scale than BWCE's current schemes or work behind the meter. • Providing limited signposting advice around energy efficiency and retrofit.



Increase Recognition of BWCE & the Community Energy Model	<ul style="list-style-type: none"> • Launched BWCE's Supporters Network alongside membership (that requires min £100 share purchase), running programme of events, upgrading website, running community consultations, engaging parish councils carrying out community outreach and developing digital communications strategy.
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4 B&NES Green Homes

Green open homes events are where people who have made energy saving improvements open up their homes to share their experiences. This is a powerful way for visitors to find out about the reality of getting solar panels, insulation, triple glazing, or new heating options without talking to a salesman. Over 70% of visitors to open home events take retrofit measures.

A Bath -focussed event, Bath Green Homes, ran three times in the mid-2010s (please see programme attached). The events showcased a range of homes; from 'Grand Designs'- style projects through to low-cost DIY retrofits, on a range of house types. This provided opportunity for a wide range of residents to find inspiration. Bath Green Homes was very successful with up to 900 visits each time, 70 volunteer stewards, case studies of the homes and local business sponsors. 2023 is a critical year to re-start an open homes event. The energy crisis, combined with the climate crisis has focussed attention on the urgent need to reduce energy consumption and energy bills.

B&NES Green Homes, as the name suggests, will pilot an expansion of the geographic coverage of Bath Green Homes into one additional area of North East Somerset, if several suitable home-openers in one area come forward.

As previously the project will be run by a partnership. BWCE is managing the project, with key partners so far including B&NES Council, Buro Happold, Bath Preservation Trust and Transition Bath. Legacy materials and plans from the previous events enable us to not have to start from scratch. The B&NES Green Homes event is currently scheduled for the weekend of October 7th and 8th, with a launch event in the week before and a celebration event a few weeks after.

B&NES Green Homes will help to deliver the BWCE objective "Maximising the Community Role in Energy Efficiency Markets". It will complement and be the soft-launch event for BWCE's retrofit assessment service which will fill a gap in the local market by providing robust, independent assessments for householders to identify the work needed. This service is being designed in parallel to the organisation of B&NES Green Homes.

5 Principal tasks

- **Project Management:** Working from the existing plans, take a project management approach to this multi-faceted event including risk management and project reporting systems.
- **Partnership working:** Work closely with partners to plan and deliver B&NES Green Homes and facilitate the Outreach and Advisory group and the Working Group for the project.



- **Communications:** Produce and oversee the delivery of a communications plan with partners.
- **Fundraising:** Produce and oversee delivery of a fundraising plan, including helping with fundraising from key sponsors and grant bodies.
- **Volunteer and staff management:** Recruit home openers and volunteers using local networks and publicity channels. Ensure homes are assessed for suitability and organise briefings and trainings for home openers and volunteers; this may require site visits. Potentially manage a volunteer coordinator to help with this.
- **Policies and processes:** Update risk assessments and policies, set up systems for running the event smoothly.
- **Events:** Oversee the organisation of the Launch and Celebration events.
- **Materials production:** Working with our design partner, oversee the design and production of project materials, and inspiring case studies of the homes to be written by expert volunteers.

6 Person specification:

The successful candidate will be able to show that they have the following:

Essential knowledge, experience, skills & attributes:

- Strong track record of project development and project management, including managing project budgets
- Organised and efficient, with excellent attention to detail and accuracy
- Experience of building or working with partnerships across sectors
- Computer literate: confident and proficient with Microsoft Office, internet and data entry
- Self-motivated, able to work independently
- Creative problem solver and collaborative team player
- Strong inter-personal skills and ability to work with a diverse range of people and organisations

Desirable knowledge, experience, skills & attributes:

- Professional experience of energy efficiency in the built environment, particularly domestic retrofit
- Relevant knowledge and experience of the local area
- Track record of securing funding bids or sponsorship
- Built environment and/or energy qualifications
- Experience of managing volunteers, consultants or staff