

# **Recruitment Pack**

## **Energy Project Manager**

**Date: February 2026**



## Introduction from our Chief Executive, Simon Richards

Thank you for taking the time to consider applying for a job at Coventry Citizens Advice. We are one of the largest Citizens Advice organisations in the country, helping more than 13,000 clients per year with over 30,000 issues. We identify and help secure over £8 million in expected financial gains which clients either did not know about or hadn't accessed before.



We want to make society fairer, and we do that with each client, helping people find a way forward for their individual problems, and by influencing how the policies of the local authority, government, and the private sector impact on our clients' lives.

The way we deliver services is changing and we are providing advice more and more in the community and our workforce, both volunteer and staff, reflects that community.

You will know that we are in challenging financial times and incomes are being squeezed by rising inflation, energy costs, and increasing cost of housing. Many people are struggling to pay back debts and are dealing with employment, family, consumer, housing, and other issues.

Working for Coventry Citizens Advice is extremely rewarding due to the positive impact and high-quality service we provide for residents. Our clients are fundamental in what we do, and our values are key to how we work across the charity. It is important to us that volunteers and staff share our values, which can be found below.

Thank you for your interest in applying for a role within Coventry Citizens Advice and good luck in your application.

A handwritten signature in black ink, which appears to read 'Simon Richards'.

**Simon Richards**

## **Our Values:**

Our core values as an organisation are: Respect, Inclusion, Accountability, Professionalism. We look to embed them in every aspect of the work we do, how we behave and how we support each other. Together we ensure that our values are brought into behaviours that we demonstrate every day so that we can offer the best possible service to our clients. We have a Behaviour Framework for all staff and volunteers, and everyone at all levels of the organisation strives to work in this way.

## **We are professional because we demonstrate:**

### **Respect and Inclusivity**

- Treat all colleagues, clients, and stakeholders with respect, regardless of race, gender, age, religion, disability, sexual orientation, or socioeconomic status.
- Listen actively and empathetically to clients and colleagues, valuing their perspectives.
- Avoid any language or behaviour that could be perceived as discriminatory, harassing, or bullying.

### **Communication**

- Communicate clearly and effectively, ensuring that language is appropriate for the audience.
- Maintain confidentiality regarding client information and sensitive internal matters.
- Use non-judgmental, person-centred language that is supportive and respectful of individual circumstances.

### **Professional Integrity**

- Ensure that all advice provided is accurate, impartial, and in line with the standards set by Coventry Citizens Advice.
- Seek to continuously improve knowledge and skills through professional development and training.
- Be transparent in decision-making processes and acknowledge mistakes or misunderstandings openly.

### **Collaboration and Teamwork**

- Foster a culture of collaboration where staff, volunteers, and partners work together for the benefit of clients.

- Share knowledge and information openly with colleagues to enhance the quality of advice and support offered.
- Support and mentor less experienced staff and volunteers, contributing to a positive and supportive work environment.

### **Person-centred Approach**

- Prioritize the needs of clients, ensuring that advice is tailored to their individual circumstances and delivered in a respectful manner.
- Engage clients in decision-making about their cases, ensuring they are empowered to take informed steps.
- Avoid any behaviour that could exploit or manipulate vulnerable clients.

## **About Coventry Citizens Advice**

Coventry Citizens Advice is a progressive organisation that has been able to continually innovate and develop new services. Coventry Citizens Advice has been able to demonstrate excellence in a number of areas and been commended for its volunteer training, information service and partnership working. We are multi, local and national award winners in a wide range of areas including Research & Campaigning, Service Development and Money Advice.

Coventry Citizens Advice has a Trustee Board, all of whom bring professional skills and knowledge of the city and are responsible for setting the strategy and budget for the service. Day to day responsibility for the running of the organisation sits with the Chief Executive who oversees the day-to-day running of local Citizens Advice office services.

We have an increasing number of projects all of which work collaboratively to deliver the best outcomes for the residents we work with.

## **Other benefits**

We also offer a range of additional benefits:

- Flexible working arrangements
- Fees paid for membership of relevant professional bodies
- Regular professional development
- Health & Wellbeing services provided through Employee Assistance Programme 'Health Assured'
- Specialised professional support for a range of issues through 'Peppy'
- Cycle to Work-Scheme

- Free eye tests and contribution towards lenses/ spectacles for Computer users if appropriate
- Standing desks and walking meetings
- Discounts on leisure facilities and a range of discounted offers

## **Conditions regarding offers of employment**

If you are successful and are offered employment, we would offer the post conditionally in the first instance, whilst we follow up on your references, DBS (Disclosure and Barring Service) check (if appropriate), health clearance and your right to work in the UK as detailed below:

### **Security Clearance**

Any offer of employment will be subject to satisfactory completion of a security and pre-employment checks which for this role include DBS checks with Disclosure and Barring Service. The level of DBS check required for this post is:

#### **Basic.**

Further information about the security checking procedure is available on request.

### **Health Clearance**

Any offer of employment will be subject to satisfactory completion of a Health Questionnaire and, should you disclose any health issues that might affect your ability to work, then any offer of employment will be subject to a satisfactory assessment by Occupational Health. Occupational Health will identify whether there are any reasonable adjustments which can be made to support you at work.

### **Right to work in the UK**

Under United Kingdom immigration rules, it is a criminal offence to employ a person who is subject to immigration control and who has not been granted leave to enter or remain in the UK or does not have permission to remain in the UK.

Coventry Citizens Advice therefore has a legal obligation to carry out document checks to ensure that you have a legal right to work in the UK. It is also a requirement that we retain copies of the relevant documents.

To avoid potential unlawful discrimination claims we will carry out appropriate checks on all candidates.

## **Disability**

Coventry Citizens Advice is committed to the employment and career development of disabled people. As a Disability Confident employer, we guarantee an interview to any candidate with a disability whose application meets all the essential criteria for the post.

If you would like to apply for the Guaranteed Interview Scheme, please ensure that you tick the box you will find on the application form for the scheme.

If you consider that you have a disability under the Equality Act 2020 and require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately. We follow the social model of disability which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.

## **Equality and Diversity**

We recognise the benefits of having a diverse workforce and will take steps to ensure this. Further information on this is available on request.

## **How to Apply**

Please send your CV and a Supporting Letter no longer than 2 pages.

## **Instructions**

**Deadline for applications is 13 March 2026 @ 5 pm**

**Interviews will take place on the w/c 16<sup>th</sup> March.**

In case you are shortlisted you need to be available for this week.

Where we ask you to give a presentation or complete a technical test on the day, we will provide you with further details and indicate the time you have available, as well as making sure you have the resources available to complete the task.

**Please email your application to: [recruitment@coventrycab.org.uk](mailto:recruitment@coventrycab.org.uk).**

If you are unable to make an electronic application, you may submit your application on paper and post to:

Recruitment, Coventry Citizens Advice, 1-7 Station Street East, Foleshill, Coventry CV6 5FL.

**Please ensure your application arrives before the deadline.**

### **Selection Process**

After the closing date we will consider all applications carefully and invite those candidates who appear, from the information available, to be the best-suited for the post to an interview session.

It is important therefore that your application gives a full but concise description of the nature, extent and level of the responsibilities you have held.

If selected, details of the interview process will be sent to you by email or letter.

### **Travel Expenses**

We do not pay for interview expenses; however, we may reimburse candidates on means-tested benefits for reasonable travel expenses to attend an interview if prior authorisation has been obtained.

### **Data Protection and how we will use your information**

We will use your application only to inform the selection process – this is our ‘legitimate interest’ under data protection law. Your application will be kept on record for 12 months after which we will destroy it. If you are successful, it will form the basis of your personnel record with us and we will store it in a digital file. We will hold any data about you in completely secure conditions with restricted access.

### **Diversity Monitoring**

We will include data that you provide on the diversity monitoring form in a general database for statistical monitoring purposes only enabling us to monitor our effectiveness of our policy on equal opportunities and employment. Individuals will not be identified by name.

We shall consider that by submitting the enclosed forms you are giving your consent to the processing of your data in the ways described above.

## **Job Description & Person Specification**

### **Coventry Citizens Advice**

#### **Energy Project Manager**

Salary:	£37,301 pro rata per annum (FTE)
Contract:	Permanent, dependent on external project funding
Hours:	37 hours per week (Full time)
Responsible to:	Operations Manager
Based at:	Coventry Citizens Advice (Office, community venues, and occasional remote working)

#### **Main Job Purpose**

The successful candidate will lead, develop, and manage all of our energy advice projects. The Energy Manager will ensure high-quality provision of advice, manage staff and performance, maintain strong partnerships, and contribute to funding sustainability and strategic development.

#### **Key Responsibilities**

##### **1. Strategic & Operational Leadership**

- Lead delivery of multiple energy-related projects across Coventry and the wider region
- Develop operational plans to meet contractual targets and funding outcomes
- Monitor performance against KPIs, outputs, and financial targets
- Contribute to service development and innovation

##### **2. Service Delivery & Quality Assurance**

- Oversee delivery of energy advice
- Ensure advisers maintain knowledge through on going training
- Implement and maintain quality assurance processes including case audits and supervision
- Ensure compliance with Citizens Advice standards, FCA guidance (where applicable), and safeguarding procedures
- Oversee risk-led home visit protocols

### **3. Staff Management & Development**

- Provide supervision, appraisals and performance reviews
- Support recruitment and induction of new staff
- Identify training needs and ensure continuous professional development

### **4. Partnership & Stakeholder Engagement**

- Build and maintain relationships with community venues (Family Hubs, libraries, foodbanks, colleges, etc.)
- Maintain relationships with the funders
- Engage with health partners, and voluntary sector organisations
- Represent the organisation at local energy, fuel poverty, and partnership forums

### **5. Monitoring, Reporting & Compliance**

- Oversee data recording across the projects.
- Ensure evidence collection for financial outcomes and energy savings
- Produce reports for funders and senior management
- Monitor budgets and ensure value for money
- Ensure compliance with GDPR, procurement policies, safeguarding, and lone working procedures

### **6. Funding & Sustainability**

- Contribute to funding applications and tender responses
- Provide data, case studies, and impact evidence for funding bids
- Identify opportunities for continuation funding
- Support project evaluation and learning reports

### **Essential criteria (to be assessed at application and interview)**

1. Proven ability in service or advice development, working with multiple departments with effective impact and working independently
2. Proven ability to lead projects confidently applying project management methodologies, delivering within complex work streams, organising workflow, controlling for quality and managing risks
3. Excellent ability to proactively manage challenge, taking action to overcome issues that would prevent progress and able to be flexible and adaptable to respond to changing needs

### Essential criteria (to be assessed at interview)

1. Excellent oral and written communication skills, particularly the ability to produce accurate and insightful reports and presentations and quality assure documents produced by others
2. Ability to engage in strategic discussions with stakeholders and translate strategic ambitions into deliverable service concepts and plans
3. Rigorous and critical thinker, ability to think creatively and pragmatically at both big picture and detailed implementation level to enable good quality decision-making

### Desirable Criteria:

1. An understanding of energy advice needs and wider trends in the market

### Person Specifications

<b>CRITERIA</b>	<b>ESSENTIAL</b>
1.	Significant experience delivering and managing projects ideally in the advice sector
2.	Experience of managing staff or leading teams
3.	Excellent Experience of monitoring performance and meeting funded targets
4.	Strong understanding of safeguarding and data protection
5.	Ability to analyse data and produce clear reports
6.	Excellent stakeholder engagement skills
	<b>DESIRABLE</b>
1.	Experience managing multiple funded projects
2.	Knowledge of ECO, trust funds, and local authority fuel poverty schemes
3.	Experience contributing to funding bids
4.	Experience working within Citizens Advice or regulated advice environment
	<b>PERSONAL ATTRIBUTES</b>
1.	Organised, reliable, and proactive
2.	Strong teamwork and coordination skills

3.	Empathetic and respectful when working with vulnerable clients
4.	Problem-solving approach with good attention to detail