

Open Eco Homes Coordinator 2021 Role Description



Fixed-term Cambridge Carbon Footprint employee: 2½ days/week, ~19 Apr to 18 Oct
£22,774 pa, pro rata. Good conditions, pension provision.

Report to: Tom Bragg, OEH Manager, CCF Trustee.

Deputy: Alana Sinclair, [Cambridge Carbon Footprint](#) (CCF) Manager.

Location: The work could be done remotely with good internet

Role purpose (with the OEH team) to:

- Attract even more participants to [Open Eco Homes](#), informing and inspiring them to make significant improvements to their own home energy consumption & sustainability
- Prepare and run, smooth-running, involving tours of homes and talks
- Reach and deeply-engage wider, diverse audiences (mostly homeowners)
- Normalise and advocate for affordable, low carbon homes, locally and nationally

After 10 years of live home tours and talks, Covid-19 meant that all [OEH 2020 events were held online](#), reaching audiences far beyond Cambridge. We anticipate that in Sept-Oct 2021 tours will be online, while talks (starting sooner) may be a blend of live audience and online, or just online if needed. This year OEH will focus more on:

- The embodied carbon of building works
- Showcasing new builds and retrofits for a variety of budgets
- A clear call to action for attendees to plan to make carbon-savings

Your **main activities**, with help from the core team and other volunteers, will be to:

- Liaise with and support householder hosts to give tours of varied, enticing eco-homes, new-build and retrofit, covering a range of building methods, technologies and budgets
- Create or update an interesting and informative 2-side [case study](#) for each home
- Support about 5 events about home energy and carbon savings - for others to implement
- Recruit, brief and supervise volunteers on these tasks, as appropriate
- Publicise OEH effectively on our website, social media, print and broadcast media
- Collate clear, attractive information on the website, particularly about the homes, to encourage and enable people to choose and easily book their tours and talks
- Help create and extend OEH blogs and informative resources
- Help monitoring and gather statistics for the OEH 2021 report. [2020 Report](#)

Key skills & experience:

Essential:

- Well organised, able to prioritise and work to deadlines
- Good communication skills, able to write interesting and engaging copy
- Experience with publicity and social media
- Working knowledge of Microsoft office
- An understanding of personal carbon footprints and low carbon living
- Managing and recruiting volunteers
- Monitoring and evaluation

Desirable:

- Event management experience
- Experience using Wordpress or other website content management systems
- An understanding of ways of reducing home energy carbon emissions
- Knowledge of climate change communications
- Familiarity with behaviour change strategies

To Apply:

Email a CV and cover letter, detailing your relevant skills and experience to: alana@openecohomes.org by 5pm, Monday 8th March
Interviews will be held on Mon 15th & Wed 17th March.

