

JOB DESCRIPTION

Job Title	Graduate – Retrofit Coordination		
Directorate	Housing		
Reporting to	Retrofit Coordinator		
Grade	12		
Evaluation ref:	AG1122	Job ref:	Family
Role purpose			
<p>The role will assist the Retrofit Coordinator with managing the Warm Homes: Local Grant Project with owner occupiers and private sector landlords. The project involves installing low carbon heating solutions and insulation measures under PAS 2035:2023 regulations. The role will be a point of contact for applicants, our partner delivery agents, contractors and other departments within the Council.</p> <p>As a Graduate, your role will be central to advancing energy retrofit housing projects and initiatives, engaging with residents and enhancing community initiatives and experiences. You'll be responsible for crafting effective communication strategies, creating engaging content, and collaborating with internal and external stakeholders to maintain clear and consistent messaging. Gathering and checking evidence for new Warm Homes Grant applications, arranging and minuting meetings with contractors, carrying out community engagement at events as well as raising Purchase Orders, paying invoices and supporting budget management. Assisting gathering quotes and preparing them for batches, assisting with post-install monitoring and evaluation, data monitoring to evaluate the delivery of the projects, gathering and checking post-install evidence to help with retrofit coordination lodgement.</p>			
Responsibilities			
<p>This is a trainee position, which enables the Graduate to gain career development experience across a variety of teams and disciplines, whilst also providing valuable additional capacity to those teams and individuals, for mutual benefit.</p> <p>The duties may not, on occasions, reflect the grade of the post but that all the allocated duties and responsibilities will be assessed and monitored to ensure that they are suitable and appropriate.</p> <p>Will seek opportunities to broaden skills and knowledge of the Council's business and processes. Review and undertake appropriate training via The Learning Centre. Maintain a Record of Achievement to inform the development of new skills and knowledge. Review training and achievements with the Line Manager to ensure that development opportunities are maximised and that the work programme is appropriate and varied.</p> <p>Implement approved changes to operational systems, processes and procedures and work with managers to deliver those changes to drive improvement within the</p>			

JOB DESCRIPTION

service and for the wider Authority. Use technical and IT skills to support team members across the group. Gauge the appropriate method and level of support to best suit the team member and the specific circumstances. Request additional guidance and assistance as appropriate.

Work independently at times and under own initiative. Prioritise own duties to ensure deadlines and targets are met. When required and under supervision, coordinate and supervise work to meet strategic and service objectives. Respond to conflicting requests from multiple sources by assessing the demands and constraints and suggest practicable solutions to resolve the conflict. Refer the requests to the Line Manager where an acceptable solution cannot be found. Undertake research and analysis. Support the implementation of complex projects in an administrative and technical capacity to enable their efficient and effective delivery. Maintain project documentation and service meetings when required.

Take a key role in building and maintaining effective working relationships with internal, external partners, suppliers and stakeholders.

Participate in a programme of CPD and meet Somerset's People Attributes through gateway reviews during the programme. Network and build relationships with other Graduates, where applicable.

Impact

Contacts & Relationships

Interface with a range of internal professionals at varying levels of seniority within the Council. which may include reporting to committees, council members, chief officers and Directors.

Engage with external third parties such as members of the public, professionals within town and parish councils, property agents and lawyers, external groups and organisations etc.

Resources

Responsible for Somerset Council IT equipment (laptop computer, etc).

Make decisions about own priorities and workload management to ensure that deadlines are met.

JOB DESCRIPTION

	Essential	Desirable	
Knowledge			
Knowledge of energy systems, building materials and construction techniques		X	
Knowledge of how to assess the current state of a building and identifying potential upgrades		X	
Experience			
Experience of problem solving; to resolve unforeseen issues that arise during projects	X		
Experience of project administration; including the use of Microsoft software (Word, Excel, PowerPoint)	X		
Experience of collaborating with multiple stakeholders		X	
Experience of creating project plans		X	
Qualifications / Registrations / Certifications			
A minimum of a 2:2 classification in a degree of any subject. Obtained within the last 3 years.	X		
Domestic Energy Assessor, NEA Level 3 Award in Energy Awareness, Retrofit Advisors or Coordinators qualification		X	
Qualified or working towards becoming a Level 5 Retrofit Coordinator		X	
Skills			
Attention to detail.	X		
Excellent communication skills	X		
Analytical skills.	X		
Ability to translate theory into practice.	X		
Ability to multitask and work to deadlines.	X		
Good team player.	X		
Enthusiasm and willingness to learn.	X		
Flexible approach and pro-active in solution finding.	X		

JOB DESCRIPTION

IT literate.	X		
Team player.	X		
Excellent organisational skills.	X		
An interest in Local Government and an understanding about what we are trying to achieve.	X		
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understands, upholds and promotes the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and organisational values in everything that is done. Equality and diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			

Date: September 2025