



# Energy Sparks

Helping schools fight climate change

## Do you want to make a difference in the fight against climate change?

We are seeking a School Support and Data Officer for [Energy Sparks](https://energysparks.uk/), a charity working towards a sustainable future in which the school community is at the heart of measurable action to tackle climate change. Energy Sparks equips children and young people with the knowledge, skills, and tools to take practical action in their school and wider community to reduce carbon emissions. We enable school leaders, staff and communities to better understand and reduce their school's energy consumption and introduce wider measures to reduce their carbon footprint. This is an exciting opportunity to make a real difference to climate change by supporting the delivery of data driven learning opportunities to teach young people how to cut carbon emissions in their schools.

- Salary: £28,000 to £30,000 dependent on experience
- Initial fulltime one year contract with the expectation of extension subject to ongoing funding
- Home working with occasional team meetings in Bath.
- Energy Sparks is willing to consider term time only or other flexible working or reduced hours for the right candidate.
- Post holder must already have the legal right to work in the UK.

**Application deadline: 5th June 2022**

**To start July 2022 or as soon as possible thereafter**

### About us

Energy Sparks (<https://energysparks.uk/>) is an online energy analysis tool and energy education programme specifically designed to help schools reduce their electricity and gas usage through the analysis of smart meter data. Energy Sparks helps pupils and the wider school community to reduce their school's carbon emissions, and make a real contribution to addressing the 'climate emergency'. Energy Sparks started in 2017 in Bath, and is now working with 275 schools across the UK. We've attracted significant funding from government and charitable trusts and foundations to extend our support to 750 schools by summer 2023. All staff work remotely with the core staff team based in the Bath area.

As the headteacher of one of our participating schools said:

*'Energy Sparks has enabled children at Freshford to investigate how energy is used in different parts of the school and devise strategies to reduce the school's consumption. The children's enthusiasm was kick-started by the competitive element and they've worked effectively with staff and the local community to think innovatively about what we can do to reduce our impact on the environment and reduce costs. The children developed and presented evidence-based initiatives to the school's business managers, securing installation of energy-efficient lighting and kitchen equipment, movement-sensor-switches, and a solar-panel campaign.'*

*The Energy Sparks resources are inspirational, powerful and transformational tools for all schools that will enable them to reduce their CO2 footprint, save money and help children to develop a powerful can-do attitude towards the challenges of global warming.'*

## **School Support and Data Officer Role**

### **School Support**

1. Work with local authorities, multi-academy trusts and other partners to recruit schools to Energy Sparks.
2. To set up new schools on Energy Sparks, reviewing and activating new accounts and liaising with school users.
3. Support school users to engage effectively with Energy Sparks tools and resources to drive more engagement and impact.
4. Recruit schools to participate in additional interventions including education workshops and energy audits.
5. Obtain feedback from school users to guide future tool and programme development and to assess impact.
6. Monitor and contribute to internal and external evaluation of Energy Sparks' work
7. Contribute to reports for funders and partners and keep project management records up to date.

### **Data Coordination**

8. Liaise with energy suppliers, meter operators and local authority officers to add new meters to data feeds, resolve data gaps and quality issues.
9. Liaise with local authority officers and schools to arrange letters of authority and other permission requirements to provide Energy Sparks with access to schools' energy data.
10. Review spreadsheet and data formats to help setup and monitor loading of energy data.
11. Review and resolve data quality and loading issues using our in-built tools and reports.
12. Collect and report on agreed metrics to the CEO and trustees,
13. Ensure user data is managed effectively to allow easy communication with different user groups.

This will be a varied role within a small staff team and an ability to embrace a diversity of tasks is essential.

### **Person specification**

1. A first degree or equivalent evidence of analytical, communication and problem-solving ability.
2. An interest in sustainability
3. Experience of data management
4. Excellent IT skills and adept working in Excel and Google sheets
5. Highly organised with outstanding attention to detail
6. Persuasive and persistent in obtaining accurate school energy data from energy companies and meter operators
7. Able to liaise with school and local authority staff at all levels in a confident manner.
8. Ability to work independently but collaboratively with others in contributing to team decisions
9. Be able to prioritise your own tasks and time.
10. Willing to learn

Full training on our system, energy data, and energy savings will be provided, so prior experience of energy data is not necessary.

### **Benefits**

1. £28,000 to £30,000 dependent on experience
2. 12% employer pension contribution
3. 30 days paid annual leave plus bank holidays
4. Opportunity for part-time or term-time working for the right candidate.

5. The opportunity to really make a difference reducing carbon emissions and helping young people to live sustainable lives.

**Application deadline: 5th June 2022**

Please send the following by email to [hello@energysparks.uk](mailto:hello@energysparks.uk):

- A full curriculum vitae including two references with their full contact details
- A covering letter setting out your reasons for applying and how you consider that you meet the person specification for this post.

Applicants are encouraged to find out more about Energy Sparks at <http://www.energysparks.uk>

For an informal discussion about the role, please contact, Claudia Towner, Energy Sparks CEO on [hello@energysparks.uk](mailto:hello@energysparks.uk) or 01225 723924

To be considered for this role, all applicants must currently have the right to work in the UK or will have secured the right to work in the UK by the date of commencement of employment.

Energy Sparks is an equal opportunities employer and welcome applications regardless of race, sex, disability, religion/belief, sexual orientation or age.