

Retrofit Planner

This role represents an opportunity to join one of Scotland's newest and most innovative third sector organisations addressing the climate crisis.



A little about us

We are a non-profit community-led intermediary for accelerating home retrofit in Glasgow. We are bringing together homeowners, installers and advisers to provide services that make better retrofit more accessible for more people. As a co-operative we are owned by our homeowner and contractor members.

About This Role

The **Retrofit Planner** will deliver the existing and emerging retrofit planning services. We are developing the services for cost efficient, quality assured, pragmatic retrofit for private housing, free from conflicts of interest. Our services are informed by industry best practice for consumer protection and holistic, risk-managed retrofit.

Our 'house by house' service involves surveying building condition, heritage, fabric, heating system and carrying out energy modelling. Then providing recommendations and developing an improvement plan with the household. You will receive training on our method and be supported on the job.

The Retrofit Planner will also deliver our 'street by street' service for neighbourhood scale heat pump deployment. With funding from Innovate UK we are now testing the service which is based on deep understanding of common house types from dynamic modelling and air tightness testing.

Key responsibilities:

- **Surveying.** Surveying homes for condition, heat loss and constraints such as heritage features. Carrying out heat loss estimation using modelling methods.
- **Heat Pump Readiness.** Determining appropriate heat pump, radiator and pipework sizing.
- **Advising.** Under PI insurance, working with households to form step-wise improvement plans that suit their goals and circumstances.
- **Project 'hand holding'.** Supporting households to procure and install improvements.
- **Continuous Improvement.** Working with colleagues to continuously improve the technical integrity and customer experience of the services.
- **Business Development.** You will be involved with developing and promoting the business, for example through documenting case studies.
- **Market development.** Working with colleagues to engage the supply chain and householder communities.

Depending on performance, there is potential for support for advancement towards PAS2035 Retrofit Coordinator status.

Location

Over time we seek to serve households across Greater Glasgow. At present, our core customer base is in Glasgow's Southside.

We plan to open an office in Central or South Glasgow within the next few months. There will be a mixture of home surveying, office working and flexibility to work from home.

Contract

Our preference is for a full time employee. However, we are prepared to be flexible for the right teammate: part time employed, or a subcontracted/ zero hours/ freelance arrangement.

This role may involve contributing to a limited number of community engagement events in evenings and weekends. Hours of work will be managed on a flexi time basis.

Pay and Benefits

We're a start up preparing for investment. We are a non-profit and a co-operative but that doesn't mean lower pay or that everyone is paid the same. Over time, we intend to benchmark pay and benefits competitively with the construction/ renovation industry.

Please inquire about pay and conditions.

About You

Not sure you meet all qualifications? Let us decide! Research shows that women and members of other under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.

Required

- Experience in surveying existing buildings such as a Domestic Energy Assessment.
- Additional expertise in buildings such as U value calculations, full SAP calculations, room by room heat loss estimates, condition surveying, or in other relevant areas.
- Appreciation of retrofit risks and mitigation strategies.
- Awareness of low carbon technologies including heat pumps, solar PV and batteries.
- Ability to manage your workload, email and your calendar efficiently.
- Excellent customer service skills including ability to communicate professionally.
- Ability to explain complex home energy concepts clearly.
- Ability to interpret construction drawings and specifications.

Desirable

- PAS2035 Retrofit Coordinator/ trainee or qualifications such as AECB Carbonlite.
- Experience with building energy modelling methods such as SAP or PHPP.
- Understanding of low temperature heating systems and ventilation systems.
- Experience in quality management systems.

More About Us

A newly established co-op, Loco Home has been developing a core membership and sustainable operating model since June 2021. We have seen high levels of interest and engagement with householders and stakeholders from across public, private and third sectors.

We are not an installer and instead we focus on homeowner engagement, advice and retrofit coordination. We are developing new services appropriate to the owner occupier sector. Our structure and member-led governance has been designed to engender trust.

We operate a bespoke 'house by house' retrofit planning service which is oversubscribed. With strategic partners we are moving towards a data-led 'street by street' approach.

We aim to address market and regulatory failures that continue to let down homeowners and future generations. Besides mitigating the worst impacts of climate change, we view the retrofit transformation as an opportunity to create a new, fairer economy.

We're a start up preparing for investment. Moving as fast as we can - but without breaking anything!

Who You Will Work With

We currently have three members of staff and expect to recruit up to 5 more over the next year.

Chris Carus operates the advice service. He is a Certified Passivhaus Consultant, AECB Carbonlite Retrofit graduate, Domestic Energy Assessor and is Heat Geek trained.

Tom Nockolds has many years of experience in community energy projects and co-operatives. Tom is an expert in project management.

Carmen Lean is our Community Officer, working to build informed interest in retrofit. She is trained in architecture and construction.

You will work with project delivery partners including architects, heating engineers, suppliers, installation contractors.

You will interact with clients including households, housing associations, and funders such as Innovate UK.

How to Apply

Please contact us to find out more about us and the job before applying.

info@locohome.coop

07852 856969

To apply, send the following to info@locohome.coop

- A CV summarising your qualifications and experience. Maximum two sides of A4.
- A statement explaining why you think you'd be a good fit with Loco Home and with the role. Maximum 400 words.