

# Retrofit Planner

This role represents an opportunity to join one of Scotland's newest and most innovative built environment climate action organisations.



## A little about us

We are a non-profit 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. We participate in leading edge innovation consortiums for private domestic retrofit.

## About This Role

Key responsibilities:

- Technical quality and reliability of service delivery
- Liaison with clients and installers
- Quality assurance support for installers

The **Retrofit Planner** will support the development and delivery of our existing and emerging retrofit planning services. In addition, this person will provide practical quality assurance, project coordination and skills support for our clients and their installers.

This is a senior role in which the new team member will bring their retrofit experience to raise the quality and ambition of our homeowner support services.

We are advancing our own advice and project support services for cost efficient, quality assured, pragmatic retrofit for the 'able to pay' owner-occupier market. Our services are guided by industry best standards for consumer protection and risk-managed whole building fabric first retrofit. Our energy targets are guided by the two level AECB Retrofit Standard.

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.

In addition, the role will support households to work with designers and contractors to specify, procure and complete retrofit works. The role will provide independent, on-site, third party quality assurance of works. The role will be involved in the development of Loco Home's quality assurance method.

The **Retrofit Planner** will also be involved with developing and delivering our 'street by street' service for neighbourhood scale heat pump deployment. Following funding from Innovate UK and Scottish Enterprise we are preparing for commercial deployment of this scaled service.

Furthermore, as part of funded projects, the Coordinator will develop approaches to skills development that help installers raise their standards.

## Location

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 visits, office working and flexibility to work from home.

## Schedule

Our preference is for a full time employee however we are prepared to offer a part time or freelance contract for the right teammate.

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 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 competitively with the construction/ renovation industry.

We are flexible on how we remunerate this role, depending on the expertise and experience of the successful candidate.

25 days leave plus bank holidays. 3% employer pension contribution.

## About You

We want diverse perspectives in our team so we want to hear from applicants from all backgrounds.

### Required

- An advanced qualification, or equivalent experience, in surveying, construction or architecture.
- Extensive experience with energy efficiency renovation, including with traditional (solid wall) construction.
- Retrofit qualifications such as AECB Carbonlite Retrofit.
- Strong appreciation of renewables including heat pumps and solar PV/batteries.
- Expertise in airtight, thermal bridge-free retrofit design and construction.
- Experience in quality management system(s).
- Demonstrated ability to take accountability for a part of a business and use your initiative to advance its success.
- Excellent customer service skills including ability to communicate professionally.
- Ability to explain complex home energy topics clearly and simply.

## Desirable

- PAS2035 Retrofit Coordinator. (Note that for the foreseeable future we will not be seeking or reporting PAS2035 compliance for our projects in the private housing sector).
- Experience in energy modelling using full SAP, PHPP or another method.
- Hands-on experience of installing high performance (i.e. airtight and thermal bridge free) fabric improvements.
- Experience in funding programmes such as ECO4 or social housing programmes.
- Familiarity with the design of low temperature heating systems and ventilation systems.

## More About Us

Loco Home Retrofit CIC has been developing a core membership and sustainable operating model since June 2021. We have seen high levels of interest and engagement with household and stakeholders across the public, private and third sectors.

As a multi-stakeholder co-operative we are owned by our homeowner and contractor members.

We are not an installer and instead we focus on homeowner engagement, advice, design and project implementation support. 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 'street by street' approach.

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

## Who You Will Work With

We currently have four members of staff and expect to recruit at least 3 more over the next year.

- **Chris Carus, Executive Officer and Retrofit Planner.** Chris is a Certified Passivhaus Consultant, AECB Carbonlite Retrofit graduate, Domestic Energy Assessor and is trained in heating system design.
- **Tom Nockolds, Executive Officer.** Tom has many years of experience in community energy projects and co-operatives. Tom is an expert in project management.
- **Jan Timmermann, Retrofit Planner.** Jan practised as an architect for over 20 years before making a transition into climate action by re-training as a PAS2035 Retrofit Coordinator.
- **Carmen Lean, Community Officer.** Following a training in architecture, Carmen participated in climate campaigning before joining Loco Home. Carmen promotes the benefits of retrofit with communities across Glasgow.

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

You will interact with clients including households, housing associations, and funders such as Scottish Enterprise.

# How to Apply

Please contact us to find out more about us or the job before deciding whether or not to apply.

Don't rule yourself out - let us decide!

[info@locohome.coop](mailto:info@locohome.coop)

07852 856969

To apply, send the following to [info@locohome.coop](mailto:info@locohome.coop)

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