

**Retrofit Relationships Officer**

**Hours:** 7.5 hours per week

**Location:** Remote working from home

**Contract type:** Fixed until October 2026

**Salary:** minimum of £5,070

**Closing date:** Monday 13th January midday

**Job description:** Arun & Chichester Citizens Advice are pleased to have received funding from The Energy Redress Scheme to tackle fuel poverty in West Sussex and deliver a vital home visiting service, where our clients will receive essential energy efficiency advice and support.

We are now recruiting a Retrofit Relationships Officer to build partnerships with Local Authorities and Retrofit Installers throughout Sussex to improve consumer confidence and understanding of the installer coverage. Within this role you will develop networks and establish partnerships to support households pursue domestic retrofit opportunities.

Retrofit Relationships Officer will play an important role in ensuring legitimacy of vetted installers. The retrofit officer will be in regular contact with installers, so the ability to build and maintain strong relationships is essential. Due to the role not having direct contact with clients, retrofit knowledge is desirable but not crucial.

**Essential:**

* Able to work unsupervised
* Good IT skills
* Good communication skills
* Good time management skills

For general enquiries about the role, please email jobs@arunchichestercab.org.uk or visit [Paid Roles : Arun & Chichester Citizens Advice (arunchichestercab.org.uk)](https://www.arunchichestercab.org.uk/paid-roles) to download an application pack.