



elmhurst
energy

EXCELLENCE
IN ENERGY
ASSESSMENT

RECRUITMENT SPECIFICATION

Apprentice Technical Consultant Level 3 & 4 Apprenticeship

Salary: £18,000
Location: Lutterworth
Hours: Monday to Friday, 9am to 5pm (37½ hours)
Start date: 1st October

A great learning opportunity to join our Non Domestic Energy team and start a career in energy and building sustainability related services in areas such as new build compliance, energy performance certificates for new build properties, looking at energy saving opportunities and sustainability targets.

What training will I receive?

The apprenticeship element of the training is expected to last 1`8 months to 2 years

- You will receive NVQ Customer Service Level 3 training provided by our external training provider Intech Business College.
- We will provide City & Guilds accredited Non Domestic Energy Assessor (NDEA) Level 4 Diploma,
- We will provide ABBE accredited On Construction Energy Assessor (OCDEA) Level 3.

All qualifications are a mix of classroom based training, practical and creating your own portfolio. Once complete you will be a fully accredited On Construction Energy Assessor and Non-domestic energy assessor.

We will monitor and assist with your progress and career development with regular one-to-ones with your line manager and separately with our external training provider. There is an annual personal development meeting with your manager where we discuss your training and development for the coming year.

What type of thing will I be expected to do in the role?

We have a passionate and experienced team who will work with you to provide you with the skills, knowledge and accredited training for yours and our success. Once trained you will be

- delivering quality support and advice to our members by telephone and email
- Provide energy related services such as new build compliance compliant advice and information about energy performance certificates for new build properties and energy saving opportunities, recommendations
- You may be involved in auditing of members
- You will be involved in projects around energy performance and compliance

Time will be given during your normal working week for learning, development and completing your portfolios. The external training provider will conduct training with a mix of attending the office for regular meeting and on line. You will receive regular one-to-ones with your line manager and separately with our external training provider. There is an annual personal development meeting with your manager where we discuss your training and development for the coming year.

What experience and qualities will I need to be successful in this role?

People are what make Elmhurst great. It's the drive and commitment of our people that creates our success. To fit in with this culture we are looking for people who

- Have a 'Can-Do' attitude, willing to go the extra mile to provide a positive customer experience.

- Are passionate about technology
- Eagerness to learn
- Ability to build good working relationships

Desired qualifications

- Minimum: 5 GCSEs at grades A*-C/9-4 (or equivalent) including maths
- Minimum of one A Levels at grades A*-C (or equivalent)
- Applications will also be considered from graduates looking for an apprenticeship route to a career in our industry

Key skills and attributes required are:

- Attention to detail
- Analytical
- Communication
- Passion / Enthusiasm
- Desire to learn and develop a career in building energy assessment

Why would I want to join the Elmhurst team?

Elmhurst Energy is passionate about energy assessment and creating a more sustainable, energy efficient society. We are recognised for driving standards of excellence in building energy assessment in this growing and increasingly high profile industry. As the industry leader we do this through our software development, training delivery and outstanding technical support.

There has never been a more exciting time to work in energy efficiency. Government commitment to reduce carbon emissions to 'net zero' by 2050 means that there are numerous changes in legislation which is radically changing the way we build and heat our homes.

You will be working with a great team in an environment where culture and employee engagement is an important part of who we are. In addition to job security in a growing industry we offer:

- 25 days paid holiday plus Bank Holidays
- A flexi holiday programme with ability to increase holidays to 30 days
- Full company/occupational sick pay
- Death in service of 3 x salary
- Employee welfare cash plan teamed with wellbeing support through an Employee Assistance Programme
- 'Perks at Work' membership for savings and discounts
- Free private medical cover after 2 years' service
- Elmhurst product & services discounts
- Cycle to work scheme
- Social and charity team organising a range of free fun events, Christmas party and fundraising events.

Application Process

Please send your CV with introduction to caroline.moss@elmhurstenergy.co.uk by 31st August 2022. In your introduction please tell us

- That you can commute to LE17 4HB from your current address, if not you will need to give an explanation of why you are applying for the role.
- Why are you interested in a career in this industry?