

Job Description

Job Title:	Cwtch Cynnes Project Coordinator
Location:	At our offices in Llanelli but with extensive travel across Carmarthenshire
Hours:	35 hours per week
Salary:	£25,000 per annum
Contract:	31 st July, 2026

About Foothold Cymru

Foothold Cymru is a community-based charity supporting people across West Wales to improve their wellbeing, reduce financial hardship, and access opportunities. Funded by the Energy Redress Foundation, our **Cwtch Cynnes (Warm Welcome)** initiative helps households build resilience against rising energy costs, increase energy efficiency, and tackle fuel poverty through trusted, accessible community support.

Role Purpose

The **Cwtch Cynnes Project Coordinator** will lead the delivery of the Energy Redress project, ensuring it meets its objectives and provides high-quality advice and support to households experiencing fuel poverty or energy-related difficulties. The role combines project management with frontline energy advice, supporting communities to reduce bills, maximise income, and access practical resources.

Key Responsibilities

Project Coordination:

- Lead and manage the day-to-day delivery of the Cwtch Cynnes project.
- Develop and oversee project workplans, ensuring timelines and targets are met.
- Monitor performance against grant and reporting requirements.
- Supervise staff and/or volunteers, providing guidance, training, and support as needed.
- Maintain accurate monitoring, evaluation, and reporting systems, preparing regular progress reports.

Energy Advice and Client Support:

- Provide one-to-one energy advice to households, including:
 - Reducing energy consumption and improving energy efficiency.
 - Accessing grants, discounts, and tariff support.
 - Managing bills, debts, and income maximisation.
- Undertake home assessments (where appropriate) to identify practical energy-saving measures.
- Signpost and refer households to external services when additional specialist support is needed.
- Deliver group sessions, workshops, or outreach events to raise awareness of energy issues and promote Cwtch Cynnes.

Community Engagement and Development:

- Build strong community links to ensure the project is accessible to those most in need.
- Develop and share resources and information to promote energy awareness.
- Act as a local advocate for energy efficiency, sustainability, and community resilience.

General:

- Work flexibly as part of the wider Foothold Cymru team.
- Ensure compliance with safeguarding, data protection, and confidentiality policies.
- Keep up to date with current energy policy, tariffs, and best practice in energy advice.

Person Specification

Essential:

- Experience in project coordination, delivery, or management.
- Knowledge of fuel poverty, energy efficiency, or related advice services.
- Strong organisational skills, able to manage competing priorities.
- Experience of providing one-to-one advice and support to individuals.
- Excellent interpersonal and communication skills, with the ability to engage vulnerable communities.
- IT literacy and ability to maintain accurate records.
- Commitment to equality, diversity, and inclusion.

Desirable:

- Relevant energy advice qualification (e.g. Level 3 Energy Awareness / NEA training). The successful candidate will be expected to gain this qualification within 3 months of starting the role.
- Experience of monitoring and evaluating projects funded by grants.
- Supervisory or volunteer management experience.
- Knowledge of welfare rights and income maximisation.
- Welsh language skills.

To Apply:

- Send your CV and cover letter to Janice@footholdcymru.org.uk.
- Closing date 5pm, Monday 15th September 2025.
- Find out more at www.footholdcymru.org.uk.