

# Trainer and Project Co-ordinator

School:	NEA Cymru	Posted:	11th September
Location:	Cardiff, Cardiff		2019
Contract Term:	Permanent	Expires:	30th September
Salary:	£24,799-£29,361		2019 12:05 PM
Hours:	Full Time	Start Date:	As soon as possible
		Job ID:	1065120



NEA Cymru

Trainer and Project Co-ordinator  
£24,799-£29,361 plus 11½% non-contributory pension  
Location: Cardiff office

NEA is the national fuel poverty charity dedicated to ensuring that everyone can afford to live in a warm and safe home.

The role of Trainer and Project Co-ordinator will be based within NEA Cymru which is the operating centre for all of NEA's activities in Wales. The successful applicant will work closely with the Project Development Manager to deliver fuel poverty, fuel debt, and energy efficiency related training courses and qualifications, as well as projects and events for stakeholders and low income and vulnerable households in Wales.

You will have a relevant training or education qualification and recent experience of delivering adult training. Ideally, you will also have experience in the fields of energy efficiency, community development, debt or money advice, consumer issues or housing.

With excellent communication skills and good IT skills, you will have a passion and enthusiasm to deliver training and projects to people from diverse backgrounds and the desire to make a positive difference to people's lives.

Occasional out of office hours work will be required as well as travel throughout Wales and to our head offices in Newcastle.

For further information about the role, the benefits of working for NEA and how to apply please visit our website. For an informal discussion about the position, contact Carole Morgan-Jones on (02920) 22 93 22.

Closing date for applications is Monday 30 September at 12 noon.

Interviews will be held in Cardiff on Thursday 17 October 2019.

NEA aims to be an equal opportunities employer. We welcome applications from all people who have the necessary skills and experience for the post.

## Safeguarding Statement:

NEA Cymru is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.