

Clár I.C.H: Administrator - Better Energy Warmer Homes (Part Time) (<https://www.activelink.ie/node/115004>)



Ballyhaunis Road, Claremorris, Co. Mayo

Telephone: 094 93 71830 (Tel:0949371830). Email: info@clarichmayo.com (<mailto:info@clarichmayo.com>)

Position: Better Energy Warmer Homes Scheme Administrator

Location: Claremorris, Co. Mayo.

Hours of work: Part time (25 hours per week)

Employment Type: Community Services Programme eligibility criteria applies

Closing date: Tuesday, 22nd April 2025.

About Us:

Clár I.C.H. Clg. is a Voluntary Housing Association established in 2000 to develop social housing projects to benefit older people with disabilities and those living in London wishing to return home. Our key objectives are to carry on, for the benefit for the community, the provision of housing and associated amenities for persons or necessitous circumstances and to provide for the relief of poverty and deprivation caused by poor housing conditions, homelessness or other social and economic circumstances.

Scheme Overview

The Better Energy Warmer Homes Scheme is a government funded support scheme which provides free energy efficiency upgrades for eligible homes. The aim of the Scheme is to make eligible homes warmer, healthier, and more economical to run. The scheme is administered by the Sustainable Energy Authority of Ireland (SEAI)

Role Overview:

The Better Energy Warmer Homes Scheme Administrator will play a pivotal role in supporting the delivery and management of our energy efficiency programmes. This position requires a detail oriented individual who can effectively coordinate various administrative tasks, ensuring the smooth operations of the scheme while providing exceptional service to our clients.

Key Responsibilities:

- Process applications for the Better Energy Warmer Homes Scheme, ensuring all data is complete and accurate.
- Maintain and update client records to ensure compliance with data protection regulations.
- Liaise with Clár I.C.H. personnel, contractors, suppliers and clients to schedule assessments and installations.
- Assist in preparation of reports, budgets and monitoring of schemes performance
- Respond to inquiries from clients and stakeholders, providing guidance and support.
- Collaborate with team members to develop and implement outreach strategies to raise awareness about the scheme.
- Monitor and evaluate the progress of applications, addressing any issues that may arise in a timely manner.
- Attend and participate in training sessions, workshops and meeting

Qualifications:

- Proven experience in administrative roles, preferably in a customer service or community support setting.
- Strong organisational skills with the ability to manage multiple tasks effectively.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word and Excel) and experience with database management.

- Knowledge of energy efficiency programmes or housing assistance is a plus.
- Empathy and understanding of the challenges faced by vulnerable households.
- Ability to work both independently and as part of a team

Employment Type: Community Services Programme Eligibility Criteria applies

How to Apply

Please submit your Curriculum Vitae along with a cover letter detailing your relevant experience by email to info@clarichmayo.com (<mailto:info@clarichmayo.com>) or post to;

Secretary of Clar ICH,
Ballyhaunis Road,
Claremorris,
Co. Mayo

no later than **5pm, Tuesday 22nd April 2025**



government supporting communities

Region

Claremorris, Co Mayo

Date Entered/Updated

10th Apr, 2025

Expiry Date

22nd Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/community/115004-clar-ich-administrator-better-energy-warmer-homes-part-time>