

Project Officer (Warm Homes)

Job Description

Position Pay Level: 6

Position Pay SCP: 24 – 29

Salary: £37,711 - £42,307 (inclusive of Local Weighting Allowance of £1,130 per annum)

DBS requirement: Enhanced

Reports to: Housing and Health Programme Manager (Warm Homes)

Main purpose of Job:

In February 2025, Slough Borough Council were successful in their bid for £1.5m of Warm Homes Local Grant funding provided by the Department for Energy Security and Net Zero (DESNZ). The scheme is part of a wider government Warm Homes Plan to upgrade five million homes over the next five years, to reduce bills, address fuel poverty and pursue net zero ambitions. The project directly supports the council's ambition to improve the health of residents and reduce health inequalities in the borough.

As Project Officer for the Warm Homes programme, you will contribute towards the delivery of home insulation and clean heating technologies for vulnerable households in Slough. You will be responsible for the effective coordination, delivery, monitoring and reporting of the Warm Homes Local Grant programme, addressing fuel poverty, cold homes, and housing-related health inequalities through a public health, place-based approach within the wider determinants of health. The role will involve partnership working, resident engagement, and ensuring that national funding conditions and local priorities are met.

You will report to the Housing and Health Programme Manager (Warm Homes) and work closely with colleagues across Public Health and Environmental portfolios. Additionally, you will be expected to contribute to wider thematic areas and projects within the Public Health directorate with appropriate support.

The post-holder will be required to work from a variety of locations within the Slough Borough Council area including resident properties and events.

Main Accountabilities:

Administration

- Act as an operational point of contact for delivery partners, residents and internal teams.
- Support the day-to-day delivery of the Warm Homes Local Grant programme in line with DESNZ guidance and grant requirements.
- Monitor delivery activity, outputs and spend, escalating issues to the Programme Manager where necessary.
- Support with resident referrals, eligibility checks, batching, reporting and onward signposting as required.
- Support the Programme Manager to maintain accurate records, monitoring performance, contract spend and KPIs, including escalation of any risks and issues identified.
- Contribute to learning and programme improvement through feedback, lessons learnt and data collection.
- To establish and monitor robust systems for all aspects of project management, including Project Initiation Documents, business cases, project plans, risk registers and communications plans.
- Support subsequent associated projects involving decarbonisation of the built environment.

Communication & Engagement

- Provide one to one support to vulnerable residents as and when required, for example providing support to complete application forms.
- To provide information and support to the public, other council staff, and partners with regard to project and programme performance.
- Work with communications teams to support local promotion and engagement activity for the project.
- Support equality, diversity and inclusion and reduce health inequalities by ensuring the programme reaches priority populations.
- Develop excellent working relationships with internal and external partners to ensure that the programme achieves the greatest possible community benefit and value for money for the Council.

Corporate Compliance

- Maintain the highest level of confidentiality and discretion at all times during the course of their work.
- Comply with the Council's Health and Safety requirements.
- Actively promote the Council's Equality and Diversity policy in all aspects of your duties.
- Adhere to effective safeguarding practices for vulnerable adults and children in accordance with the Council's policies, guidance and protocol.
- Ensure that the principle of confidentiality and the Data Protection Act requirement are fully applied to your service area's work.
- Work in line with the relevant protocols and service level agreements to enable the effective sharing of information between agencies.

Person Specification:
Project Officer (Warm Homes)

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Relevant experience in relation to Housing and Health, Environment or Sustainability	D	A,I
	Experience supporting the delivery of housing, fuel poverty, energy efficiency or public health programmes	D	A,I
	Experience of applying project/programme management principles	E	A,I
	Experience of working collaboratively with multiagency partnerships to address project priorities	E	A,I
	Experience of working with residents, service users or communities	E	A,I
Skills and abilities	Good organisational skills and ability to manage own workload	E	A,I
	Ability to identify issues and escalate appropriately	D	A,I
	Ability to maintain accurate records and monitoring information	E	A,I
	Excellent communication skills with a range of stakeholders including residents and partners	E	A,I
	Ability to deliver high quality presentations to a broad range of stakeholders	E	A,I
	Sound public health analytical capability	D	A,I
	Commitment to equality and diversity	E	A
Knowledge and understanding	Technical knowledge and understanding of the work practices, systems, processes and procedures relevant to the role	E	A,I
	Technical understanding of project management, administration and processes	E	A,I
	Understanding of fuel poverty, cold homes or housing-related health issues	D	A/I

	Good understanding of wider determinants and public health interventions	D	A,I
Qualifications	Level 4 (NVQ or equivalent) qualifications in a project or administrative management or similar.	E	A,I
	Demonstratable evidence of continuous professional development.	E	A,I