

# Energy Management Intern, Job Description

<b>Contract type:</b>	<b>Full Time, unpaid (FAS WPP1)</b>
<b>Days per week:</b>	<b>5</b>
<b>Hours per week:</b>	<b>39</b>
<b>Start date:</b>	<b>Aug 2010</b>
<b>End date:</b>	<b>5-9 months from start</b>

## **Work Placement Title**

Energy Management Intern

## **Areas of activity in which placement is offered**

As part of the Louth Economic Forums - Sustainable Energy Action Plan, various stakeholders in Co. Louth, seek to recruit 8-10 Energy Management Interns through the FAS WPP1, to support the implementation of the Louth Energy Saving Pilot for SME's in association with SEAI. This pilot includes the delivery of intensively resourced, onsite energy management training and mentoring to 60 SME organisations within Co. Louth (Dundalk, Drogheda and Ardee).

The Interns will be required to support a number of participating businesses, each on a part time basis over an approximate 5-9 month period, to establish a fully operational energy management programme in each of the businesses. The control of the energy management programme will be handed over to the participating business at the end of the pilot.

Activities will include,

- analysing energy consumption
- understanding usage and learning to control it
- develop an energy reporting system and commence formal energy reporting for each participating business
- setting energy saving targets and objectives
- identifying & implementing corrective and preventive actions
- promoting energy efficient practices & awareness among employees,
- training key personnel in energy efficient practices
- developing an energy efficient culture within the organisations
- formally handover the energy management system to the participant company
- report at regular intervals on progress to various stakeholders throughout the term of the pilot

## **Elements of experience offered**

Energy MAP, the Energy Management Action Programme from SEAI, is a formal programme aimed at SME's who want to adopt a structured approach to energy management. Experience shows that there is a clear sequence of steps that brings the best result.

SEAI have formalised these steps into five pillars of energy management. Appointed energy interns will be required to attend a training programme tailored to the requirement of this pilot, based on the EnergyMAP programme.

The training programme is designed to pass on the knowledge necessary for energy interns to implement a sustainable energy management programme within participating businesses in the pilot under the 5 pillars of energy management, Commit, Identity, Plan, Take Action & Review. Training and mentoring will be ongoing throughout the term of the trial to support the energy interns to implement the activities involved.

## **Personal Specification**

### Essential Requirements

- Must meet all the criteria and be eligible to participate in the [FAS WPP 1](#) scheme
- Technical/Engineering/Science/Building Services Degree (Level 7 qualification)
- Good IT skills, including MS Excel, Word, Powerpoint
- Enthusiastic and self-motivated with excellent communication and interpersonal skills
- Ability to write and deliver comprehensive reports on progress at required intervals
- Ability to organise at both at personal and team level to meet predefined milestones

### Ideal Requirements

- 1 year work experience
- Knowledge of or experience of working within a structured management system (e.g. ISO 14001/ISO9001/EN16000)
- Experience in energy management
- Interest in energy conservation and sustainable energy

## **Preferred method for candidates to apply**

Brief CV (maximum 2 pages) and cover letter detailing relevant information pertaining to the requirements as listed in this job description. Email to [louthenergysaving@seai.ie](mailto:louthenergysaving@seai.ie)

Closing date for applications, 30<sup>th</sup> July 2010