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ASSOCIATES



**SNUGHOME**  
MAKING HOMES SUSTAINABLE FOR THE FUTURE

# Lead Retrofit Coordinator

January 2025

## About Snug Home

**Snug Home Insulations Ltd** is a company dedicated to mitigating fuel poverty across the UK, with a mission to improve energy efficiency in properties through high-quality retrofit installations.

Specialising in improving energy efficiency for homes across the UK, they offer a wide range of services such as external and internal wall insulation, loft insulation, solar PV installations, and heating system upgrades. They carry out a wide variety of grant-funded retrofit, working on schemes such as the Great British Insulation Scheme (GBIS), Warm Homes: Social Housing Decarbonisation Fund (SHDF) and the ECO4 scheme, helping low-income households reduce energy costs, improve living conditions, and contribute to the UK's net-zero carbon goals.

## Job Description

<b>Position:</b>	Lead Retrofit Coordinator (Full-time/Permanent)
<b>Department:</b>	Compliance and Retrofit Operations
<b>Location</b>	Remote/hybrid working (with travel to clients and sites as necessary to deliver the role)
<b>Salary:</b>	£50,000 - £60,000 PA (DOE)
<b>Benefits:</b>	Pension contribution, 25 days holiday, fuel card, 40 hours per week

## Job Summary

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The Lead Retrofit Coordinator will be responsible for overseeing all nationwide retrofit projects from inception to completion, overseeing the assessment of dwellings as well as the subsequent specification, monitoring, and evaluation of energy efficiency measures, in accordance with PAS and MCS standards. Liaison with sub-contracted coordinators and on-site personnel to give a professional retrofit service as well as control over compliance, contracts and budgetary responsibilities.

## Accountabilities & Responsibilities

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- Retrofit coordination of multiple concurrent PAS 2030 projects.
- Oversight of Retrofit Coordinators, including allocating of projects for coordination services.
- Liaising with Retrofit Assessors, Installers and their customers as necessary.
- Liaising with colleagues, clients and partners to resolve issues and identify system/process improvements.
- Responding to communication from customers and clients in a timely manner and in a manner that builds customer loyalty and company reputation.
- Visit site to review projects and advise installers on an occasional basis.
- Work with operations to renew and update accreditations accordingly.
- Be involved in the planning, development and implementation of projects and schemes.
- Advise, support and review projects where Snug Homes are taking a management role in a project or scheme but are utilising third parties for delivery and retrofit coordination services.
- Develop and help expand current team, with a medium to long term goal of bringing in more staff, or upskilling from within the company, into a team who can support the contractor network.

## Key Knowledge & Skills

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Level 5 Coordination and Risk Management (E)

Experience as Retrofit Coordinator (E)

Experience of working with and leading a Retrofit team (D)

Experience across grant funded retrofit – such as ECO4, SHDF, HUG and GBIS (D)

Other retrofit qualifications e.g. LVL 3 Retrofit Assessor OR LVL 3 Older and Traditional Buildings (D)

## How To Apply

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**Panoramic Associates Ltd is acting as an employment agency to Snug Home on this appointment.**

For a more in-depth conversation about the role, please contact Rebecca Millett, Senior Customer Success Consultant, or Will Eckley, Consultant, who is leading the process.

We hope you will consider making an application for this fantastic opportunity. To make an application, you will need the following:

- A CV which is tailored for this role.
- A supporting statement that sets out your understanding of both the role and the organisation, and how your experience matches the key criteria on the personal specification.

Alternatively, you can submit your CV direct to our consultants.



**Rebecca Millett**

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**Will Eckley**

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