

Work for **LANCASHIRE WOMEN**

Registered Charity: 1100976

**Job Title:
Energy Advisor / Handy Woman**

**Closing Date:
Tuesday 5th May**



Who We Are

Lancashire Women are a leading charity with the core vision of creating a Lancashire where all women are valued and treated as equals.

With over four decades of experience, Lancashire Women work from our mainly women centres to provide safe, dedicated space for women across the county. We bring together a number of services under one roof- all designed to support women who at any one time may be dealing with a range of issues including: social isolation and exclusion, homelessness, poverty, mental ill-health, or offending behaviour.

Our services are available to all women, but in particular we work with those who find themselves in situations which can increase their vulnerability or place them at significant risk of harm - and who are often facing multiple and complex needs.

Our delivery draws upon three decades of practical experience in supporting women, and is an approach recognised nationally for its effectiveness and impact.



Our Values

We believe our values need to be translated from the ideals we profess into tangible behaviours which can be operationalised and measured. This way, our teams know and understand how best we can achieve the outcomes and change for the women we work with. Our commitment is to ensure everyone in LW knows and understand the part they have to play and how they can bring our values into their work.

Empower

We work to build on the strengths that all women & girls have, so that they can become more confident; especially in controlling their own life and claiming their rights.

Non-judgemental

We accept each woman exactly as they are and genuinely make no moral judgement about their situation.

Creative

Creative in our approach to supporting women & girls and seeking solutions with them for the challenges.

Collaborative

We know we learn more and can achieve more when we work together.

Honest

We try to be real with all the women & girls we work with so they can have choices about their lives, knowing that they will need courage to make changes that will benefit them and those around them.

About This Role

Job Title: Energy Advisor / Handy Woman

Reporting to: Team Lead

Salary: SP23 £26,500.00 - SP24 £26,928.36 per annum pro rata

Number of roles: x2

Hours: 15 - 35 hours per week

Location: Pan Lancashire

Contract: 12 months, subject to further funding

Overview

Join Our Advice Team – Supporting Safer, Warmer Homes.

Lancashire Women delivers a well-established energy service as part of our Energy and Money Advice programme. Our Energy Advisor/ Handywoman visit people in their homes across Lancashire to provide practical energy-saving advice, fit small energy efficiency measures, and complete minor repairs that can make a meaningful difference to comfort, safety, and wellbeing.

Many of the people we work with may be experiencing financial hardship, trauma, domestic abuse, mental ill-health, or social isolation. This role is therefore not only practical, but relational. We are looking for someone who combines good DIY skills with a calm, respectful, and trauma-informed approach to working in people's homes.

You do not need to be a qualified tradesperson. If you are confident with DIY, enjoy problem-solving, and have strong people skills, we will support you with training and development.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.

Roles & Responsibilities

What You'll Be Doing

- Visiting people in their homes across Lancashire to carry out minor repairs and install small energy-saving measures that improve safety and reduce energy costs
- Completing energy efficiency assessments (full training and support provided, including access to the NEA Level 3 Energy Awareness qualification)
- Installing measures such as LED bulbs, radiator reflectors, draft excluders, chimney balloons, and other basic energy-saving items
- Carrying out minor household repairs, including but not exhaustive of:
 - Fixing doors, blinds, and curtain rails
 - Installing safety cameras or basic safety equipment
 - Assembling flat-pack furniture
 - Installing appliances (e.g. washing machines)
 - Replacing smoke, heat, and carbon monoxide detectors
 - Fitting shelves, hanging pictures, and similar tasks
- Spending time in each home to understand the property and the woman's priorities, typically around 30–40 minutes assessing and up to an hour fitting measures and completing repairs
- Working calmly and respectfully in people's homes, recognising that some people may feel anxious about visitors or have experienced trauma in the past
- Using clear, plain language when explaining what you are doing and offering practical advice
- Accurately recording work completed, in line with Lancashire People's policies and procedures
- Working closely with Money and Energy Advisers to ensure people receive coordinated, holistic support

What We Provide

- All tools and equipment supplied (you may use your own if preferred)
- Travel and mileage expenses fully covered
- Training and ongoing support, including the opportunity to gain NEA Level 3 Energy Awareness qualification
- A supportive, people-led team environment
- The opportunity to make a real, visible difference in people's homes and lives

What You'll Need

- Use of your own vehicle with appropriate business insurance (business mileage paid at 45p per mile)
- A practical, problem-solving mindset and willingness to learn
- Confidence working independently in people's homes while maintaining professional boundaries
- Good communication skills and a friendly, respectful manner

Person Specification

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

1.	Strong DIY or handyman skills, with experience of basic household repairs and maintenance	Essential
2.	Practical problem-solving ability and confidence using tools	Essential
3.	Basic plumbing or property maintenance knowledge	Essential
4.	Good numeracy skills	Essential
5.	Full driving licence	Essential
6.	A warm, respectful, and non-judgemental approach when working in people's homes	Essential
7.	NEA energy efficiency qualification or willingness to complete this	Desirable
8.	Use of own vehicle	Desirable
9.	Enhanced DBS check (we will arrange and cover the cost)	Desirable
10.	Knowledge of Lancashire towns and communities	Desirable
11.	Ability to sensitively signpost people to additional support or services (training provided)	Desirable

Employee benefits include:

- A chance to work in a rewarding, ethical and agile environment where every day you are making a genuine difference to the lives of women and girls across Lancashire.
- Employer Pension Scheme.
- Wellbeing support.
- Access to range of support services such as money advice etc.
- Flexible working/work life balance.
- Access to a healthcare plan.
- Birthday day off every year.
- Childcare vouchers/ salary sacrifice.
- An opportunity to work in an Organisation where you are truly valued and integral to our every day operations.
- Be involved in an organisation which puts service users and co design at the centre of all we do.

What our team think:

- *'I began to volunteer and immediately felt at home. I changed my study plans and applied for the role.'*
- *'I joined as a volunteer which opened the opportunity for a paid role. I wanted to be part of the support LW offers to make the difference in society, and have not looked back. LW offers great flexibility and home work life balance.'*
- *'I had heard about LW so many times and not once was there a negative comment. This prompted me to see what they were about and i must say i am not disappointed.'*
- *'Team work is the core. We are supportive of each other, pro-active and work well together'*

Apply now!

<https://lancashirewomen.org/about-us/careers>

Please download:

- **Application Form VI**
- **ID Monitoring Form VI**
- **Equality Diversity Form VI**

Send completed forms to:
recruitment@lancashirewomen.org

Closing Date: 05/05/2026

Interview Date: 12/05/2026



Help make a difference to the lives of women across Lancashire.