**Job Title:** Retrofit Coordinator
 **Location:** UK based
 **Working hours:** Monday–Friday, 9am–5pm
 **Employment type:** Permanent, full-time

### **About LivGreen**

At LivGreen, we’re passionate about creating sustainable, energy-efficient solutions that drive positive change. We are a leading provider of sustainable energy solutions, dedicated to improving homes' efficiency and environmental impact across the UK. We specialise in delivering high-quality retrofit services, helping properties meet modern energy standards through innovative and cost-effective solutions.

At LivGreen, we are committed to making a difference by supporting the transition to a greener future. Our team works with industry experts, local authorities, and homeowners to ensure that every project is carried out with precision, professionalism, and care.

### **Our Values**

* **Day one mindset**: We employ individuals who put the customer first, prioritise dynamic decision-making, and constantly strive to be better.
* **Extreme ownership**: We value accountability and have built a culture of problem-solving.
* **Right from the start**: We do it once and do it well, ensuring we are always delivering the highest possible standard for our clients.

### **Why Join LivGreen?**

At LivGreen, we’re not just about delivering projects – we’re about making a difference. Here’s why you’ll love working with us:

* Benefits including cycle to work scheme, pension, and tech scheme
* Medical cash plan
* Option to buy additional holiday
* **Purpose-driven work**: Be part of a team that’s committed to sustainability and positive change
* **Room to grow**: Ongoing support for professional development and career progression
* **Collaborative environment**: Work alongside a passionate, supportive team where your ideas are heard

### **Position Overview**

As a Retrofit Coordinator at LivGreen, you’ll play a vital role in the delivery of our retrofit projects in line with PAS 2035 standards. You will be responsible for the coordination, monitoring, and overall quality assurance of retrofit measures from assessment through to installation and evaluation.

You’ll act as the central point of contact for all stakeholders involved in the retrofit process, ensuring compliance, quality, and continuity across each stage. This role will require strong organisational skills, attention to detail, and a solid understanding of the PAS 2035 framework and TrustMark requirements.

### **Responsibilities**

* Coordinate retrofit projects in accordance with PAS 2035, acting as the lead for compliance and quality
* Liaise with Retrofit Assessors, Designers, Installers, and clients to ensure effective communication throughout the retrofit journey
* Review and approve project documentation including assessments, designs, and post-installation reports
* Ensure accurate and timely uploads to the TrustMark Data Warehouse
* Identify risks and provide recommendations to ensure project success and technical integrity
* Support continuous improvement in quality and process across projects
* Manage technical documentation and ensure all compliance evidence is in place and up to standard
* Provide guidance to internal and external teams on PAS 2035 best practices

### **Requirements**

* Qualified Retrofit Coordinator (Level 5 Diploma in Retrofit Coordination and Risk Management)
* Understanding of PAS 2035 standards, TrustMark, and ECO frameworks
* Previous experience in the retrofit, construction, or energy efficiency sector
* Highly organised with strong attention to detail
* Confident communicator, capable of liaising across technical and non-technical teams
* Ability to multitask and manage priorities across multiple projects
* A commitment to high standards and continuous improvement

If you’d like any further information prior to applying, please get in touch with Imogen.

**LivGreen values diversity and promotes equality.** No terminology in this advert is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010. We encourage and welcome applications from all sections of society and are happy to discuss reasonable adjustments and/or additional arrangements as needed to support your application.

**Note:** LivGreen prefers to hire directly and will reach out to PSL agencies if this role is eligible. We do not accept speculative CVs and no fee will be applicable if sent.