



Retrofit Assessment and Compliance Manager

Location:	Based at our office in Birmingham. The nature of this role also requires you to work at various locations across the country
Type:	Full time, permanent
Compensation:	Up to £40,000 per annum & competitive bonus scheme

- Do you care deeply about environmental sustainability and retrofit?
- Have you always wanted to work in a modern, dynamic startup environment?
- Do you love to travel?
- Are you a powerhouse of raw, potential, looking to make an impact and supercharge your career in a fast-growing industry?

You might fit right in with us. We need a **Retrofit Assessment and Compliance Manager** to join our team!

About us:

At [Hestia](#), we're on a mission to make every home in Great Britain sustainable – helping people to live greener, healthier, and happier lives. We are innovators in the built environment. We make residential retrofit easy and affordable by introducing technology to improve the speed, accuracy, margins, and customer experience of the overall process.

Role Overview:

As the **Retrofit Assessment and Compliance Manager**, you will play a critical role in overseeing our retrofit assessment and compliance operations. This role demands a blend of technical expertise, leadership, and strategic planning to ensure the successful delivery of our retrofit services. You will support a team of 30+ domestic energy and retrofit assessors, fostering their professional development while ensuring our projects comply with government regulations and meet our high standards of quality and efficiency.

The role is to provide support and technical compliance assistance to all our retrofit assessors and to oversee and manage all retrofit compliance on PAS 2030, PAS 2035, MCS and non-funded retrofit contracts. You will ensure all projects are fully compliant to the relevant regulations they are operating under, liaise and support remote staff. You will also liaise with clients, subcontractors, certification bodies, UKAS, BEIS, DESNZ, local government offices and industry bodies.

Key Responsibilities:

Operational Management: Oversee the logistics and operations of retrofit assessments, ensuring optimal allocation of resources and effective planning of work schedules. Ensure inhouse and external retrofit surveys are of high quality and accurate for the purpose they are provided.

Technical Training & Support: Lead the training and professional development of our retrofit assessors, providing them with the knowledge and tools needed for excellence. Assist in the training in PASHub, ECO Surv, Geo-Tagged Photos, Compliance Trackers, BEIS submissions, TrustMark and certification body compliance.

Compliance Oversight: Ensure all retrofit projects comply with UK building regulations, energy efficiency standards, and any relevant retrofitting schemes. Support the team in upholding the highest standards of quality and compliance across all projects. Ensure quality control is effectively managed and manage any compliance systems.

Stakeholder Management: Build and maintain strong relationships with installation partners and accreditation bodies, ensuring their needs and expectations are met.

Requirements:

Retrofit experience – 3+ years of experience in residential retrofit assessments, including knowledge of building systems, HVAC, insulation, and renewable energy technologies. Experience in assessing measures under government schemes such as ECO4, SHDF and HUG. Understanding of the TrustMark Data Warehouse (Retrofit Portal) Lodgement Process. PASHub, ECO Surv, Data Warehouse and Retrofit Software usage.

Technical Qualifications: Relevant qualifications, such as DEA Accreditation and Level 3 PAS 2035 Retrofit Assessment accreditation. Qualified Retrofit Coordinator preferred, or willing to work towards.

Regulatory Knowledge: Deep understanding of UK building regulations, energy efficiency standards, and retrofitting schemes. Understanding of Health and Safety Management, CDM and property refurbishment projects.

Exceptional Communication: Strong communication and interpersonal skills, capable of engaging effectively with various stakeholders.

Detail oriented – Complete accurate administrative duties such as data inputting, and completing relevant paperwork, and ensure these are completed to a high standard.

Delivery-focused and independent- Work to previously agreed goals and targets with minimal supervision. Action oriented and able to think on your feet.

Adaptability and growth mindset – hard working, resilient and comfortable working in a fast-paced startup environment. Dedicated to personal growth, staying informed of the latest developments in retrofit technologies, materials, and best practices.

Driver's License: You'll need to be able to drive to different locations.

Flexibility – Up to 3 days a week of travel; some out of hours work (evening or weekend) may be required.

Why You'll Love working with us:

At Hestia, we're not just retrofitting homes, we're reimagining Britain's future—one sustainable home at a time. We're all in on the vision of making every home super kind to the planet, where living green equates to living fully. It's a bold dream, sure, but the best parts of history come from people who dream big.

We offer a fun, cohesive and flexible working environment with a bright and diverse team that thrives on achieving the ambitions we aim for.

We aren't everyday people, so we don't have everyday values. Our core values are the compass that guides us:

1. **We do the right thing** - we know right from wrong. When in doubt we ask, 'How would I want to be treated?'
2. **We are committed** - to the mission and to each other.
3. **We start with 'why not'** - just because it is, doesn't mean it should be. We are critical thinkers who don't shy away from a challenge to solve big problems. We know creativity takes courage -- we love 'this may sound wild but...'
4. **We get stuff done** - when we commit, we always deliver.
5. **We have a high bar** - we maintain the highest standards and aspire to be the best in everything we do.
6. **We give feedback as a gift** - we tell each other the truth and encourage a mindset of continuous learning and growth. We develop one another through apprenticeship and mentoring.
7. **We let our freak flags fly** - we don't merely tolerate, but celebrate diverse perspectives, personalities and life experiences.

How to Apply:

Please share your CV with us, and also write a cover letter answering the following questions:

1. What is it about this role that caught your attention?
2. Why are you the perfect fit for this role at Hestia?

We can't wait to meet you!