**Job Description: Community Capacity Building Programme Officer**

(1 year Fixed Term Appointment to November 2019, with likely extension for a further year subject to funding)

**Reporting to:** Head of Development **Location:** Edinburgh preferred, Central Belt

**Salary** £25,500 per annum, full time post (35 hours per week)

Employer’s pension contribution at 2% for first year, rising to 6% after 1 years’ service

**Post Status**

1 year Fixed Term Appointment to 30 November 2019, with potential for a further year’s extension, subject to securing further funding.

**Community Energy Scotland has a vision** tobuild the capacity of local communities to own, control and benefit from their local renewable energy resources, control and reduce their energy costs, regenerate their communities and play their part in the low carbon transition. We believe there are new opportunities for communities within the evolving decarbonised, more locally managed and flexible energy system and this programme aims to build the capacity of community organisations in areas of fuel poverty to develop projects that tap into these opportunities.

**Main Purpose of the job**

To coordinate the development and delivery of CES’ Community Capacity Building programme materials and briefing sessions and to provide technical advice and support for a number of participating community organisations.

**Main Tasks**

* To coordinate the development of the programme structure, content and course materials for the briefing and networking sessions for the cohorts of community organisations being supported through this programme, in consultation with other CES staff in the Community Capacity building team
* To coordinate the planning and delivery of these sessions with these staff and contribute to the delivery of these sessions
* To coordinate the development of the required capacity building information and support materials for the outreach element of this programme, including materials for community groups and generic consumer facing information on emerging opportunities from the move to a cleaner, more locally balanced and dynamic energy system. The latter will for tailored by community groups when using them in their local area.
* To develop and maintain a web-based Community Capacity building information resource
* To provide technical advice and support to a number of individual organisations participating in the capacity building programme, to help them plan for engagement with their local community, identify likely local opportunities for community benefit from the changing energy system, develop local plans and specific project proposals and advise on potential funding to take these forward.
* To input to the planning and delivery of annual Community Capacity Building programme networking and policy events
* To coordinate, prepare and present discussion papers, presentations and articles on the capacity building programme and support the CES Head of Development and CEO in their dissemination work
* To input to the tracking of programme costs and input to progress reports to CES and funders, and to the programme final report prior to the end of the programme
* To undertake other duties as may be required from time to time by the Head of Development.

**Staff Directly Managed:** None initially though this may change.

**Person Specification**

**Essential Attributes** The post holder will be able to demonstrate:

* Strong commitment and enthusiasm for CES’ community capacity building concept and approach
* Knowledge of the key opportunities and challenges that the move to a cleaner, more locally managed and flexible energy system presents for communities and customers facing fuel poverty
* Strong communication skills, both written and verbal, with experience of developing and delivering training programmes and accessible non-jargonistic information materials both off and online
* Demonstrable project coordination skills and experience
* Experience of delivering community capacity building support services
* A clear and demonstrable capability to deliver with the minimum of management oversight, whilst ensuring effective reporting and team-working
* A strong aptitude for motivating and supporting staff and external colleagues
* Clear understanding of and experience in the coordination of people from different organisations and resources to achieve project outcomes
* A highly focused approach to time and project management, monitoring, recording and progress reporting.
* A strong ability to build good, diplomatic and trusting working relationships with a range of interested parties including community groups, local authorities and other partners
* A strong ability to manage a complex work portfolio and resources in a highly organised way to achieve significant outcomes for CES
* A high level of self-motivation and strong commitment to CES, its ethos and purpose
* An ability and willingness to work flexibly including some out of hours work

**Desirable Attributes**

* First-hand experience of community energy development projects and a deep understanding of the requirements for successful community projects in general
* Relevant degree and qualifications e.g. in renewable energy systems development or management, energy policy, community development and/or sustainable development
* An up to date understanding of the changing technical (engineering, regulatory, policy), commercial and community innovations and developments in the rapidly evolving energy sector in Scotland and / or the UK
* Strong knowledge of the financial options for funding community energy projects in Scotland and the UK
* Previous experience of engagement in energy innovation pilot projects, particularly those involving the community, including aspects such as local supply, flexibility and demand side response, electric vehicles, smart control of energy loads and generation assets, energy storage including hydrogen, decarbonisation of heat.