

JOB DESCRIPTION:

POST TITLE:	Project Coordinator – Sustainable Selkirk
LOCATION:	Selkirk Community Energy Advice Centre, Selkirk, TD7 4LR
RESPONSIBLE TO:	Board of Directors, Selkirk Regeneration Company
SALARY:	£26,000 - £28,000 pa (subject to experience)
START DATE:	May 2020 (Fixed term contract to be completed by 31 March 2022, with 6-week probationary period)

This position is funded through the Scottish Government’s Climate Challenge Fund

BACKGROUND:

Selkirk Regeneration Company (SRC) is a community based not-for-profit company with charitable status. This post is funded by the Climate Challenge Fund (CCF) to tackle one of SRC’s prime objectives, bringing benefit to the people of Selkirk and surroundings through sustainable development towards a low-carbon future.

OVERALL PURPOSE:

The Project Coordinator will assist SRC in leading and managing a project which will raise awareness of energy, transport and other climate-related issues, and developing and implementing actions in response to these issues. The Project Coordinator will have responsibility for managing the Energy Advice Centre and its staff and volunteers.

PRINCIPAL DUTIES:

The Project Coordinator, on behalf of SRC, will be responsible for developing and implementing detailed action plans within the local community, including the following specific tasks:

- engage with local community groups, including young people, on energy-related and climate-related issues
- plan and implement a programme of meetings / information events to raise awareness of energy issues and the need for, and how to achieve, energy and carbon savings
- plan and implement a programme of meetings / information events to raise awareness and promote low-carbon and active travel
- line manage a Home Energy Adviser to implement a range of tasks
- day-to-day management of the Project budget.
- plan and manage at least 200 household visits to provide information and encourage carbon reduction actions



- establish base-line data on energy use and carbon output for future monitoring
- encourage and co-ordinate local community participation in measures to reduce Selkirk's carbon footprint
- evaluate and keep records of all events, visits, meetings and the resultant carbon reduction outcomes
- provide liaison and regular Project progress reports to the SRC Board of Directors and attend Board / general meetings as required
- engage with the media to raise profile of Project
- advise on possible funding to secure sustainable continuation of the project.

OTHER DETAILS:

This profile is indicative of the nature and level of responsibilities associated with the post. It is not exhaustive and the Project Coordinator may be required to undertake such other duties as may be required by SRC to meet the needs and responsibilities of the Project, or as required by the CCF as a condition of its funding.

The position will be based in 5 Tower Street, Selkirk, TD7 4LR.

The post will be 35 hours / week, but SRC will operate a flexi-time working system. It may prove necessary, on occasion, for the Project Coordinator to work outwith 'normal' hours, for which time may be taken off in lieu.

The post will allow 20 days per annum annual leave plus public holidays.

The post holder will require access to own transport.

PERSON SPECIFICATION

General Skills - Essential

- Self-motivated and able to work on own initiative
- Positive and friendly approach to householders, trustees and colleagues
- Effective verbal and written communication
- Good working IT skills
- Good organisational skills
- Willingness to work occasional evenings and weekends
- Full car driving license with access to a vehicle insured for business use

Experience – Essential

- Knowledge of home energy efficiency
- Knowledge of renewable energy and low carbon technologies
- Client-facing experience of advice or customer service
- Delivery of community projects
- Event management
- Project management, monitoring and evaluation
- Effective Public speaking

Qualifications – Desirable (training will be provided)

- City and Guild Energy Awareness 6281 01
- City and Guild Renewable Energy 6281 02
- Disclosure Scotland certificate

Application Procedure:

Any enquiries by e-mail to David Bethune, Director, Selkirk Regeneration Company.

To apply, e-mail your CV with covering letter to David Bethune, Director, Selkirk Regeneration Company, by 24th April 2020.

Email: david@dbethune.com

Phone: 01750 21703

Notes:

1. All communication is via email so always check your spam folders for responses, some applicants have missed out on great opportunities in recent months.
2. Applicants must be eligible to work in the UK and have the appropriate VISA in place at the application stage and certainly before starting the post. Proof will be sought.
3. Due to the current Coronavirus situation, it may be necessary for the post to be home-based initially, until current restrictions are lifted.



Background - Selkirk Regeneration Company (selkirkregen.com)

Selkirk Regeneration Company (SRC) is a community-based company with charitable status, formed to take forward projects for the benefit of Selkirk and surroundings, following a principle of sustainable development.

Membership is open to all in the community (TD7 area) who support the aims of SRC. SRC currently has 85 ordinary members, who elect a Board of Directors/Trustees to manage the affairs of the Charity. The current Board comprises 6 Directors, all local residents, who have strong links with many other community organisations and bring together a wide range of relevant professional skills and experience.

Over the last 10 years, SRC has established itself as a proactive force for sustainable change and environmental improvement within the local community by promoting and implementing a range of projects, which include:

- carrying out a feasibility study with extensive community consultation, into potential community-owned renewable energy projects, funded through a CARES loan of £90K;
- establishing Selkirk as a Fairtrade town;
- establishing a biennial Arts Festival;
- securing funding to reinstate historical street signs in town;
- recovering to Selkirk the historic "Selkirk Silver Arrow";
- active involvement with other local organisations to draft the Selkirk Community Action Plan 2012-15;
- running a temporary community hub in a leased former pub, providing meeting and exhibition space for local groups and artists;
- acquiring and renovating a prominent empty shop in the High Street, and then establishing and continuing to manage it as a successful pop-up shop;
- active involvement in instigating the Selkirk Conservation Area Regeneration Scheme (CARS) project and the Selkirk Business Improvement District (Selkirk Means Business);
- publishing a book of historic photographs of the town;
- assisting with the establishment of, and procuring premises for, a Selkirk "community shed" (now established as an independent charity);
- lobbying local and national government for the provision of a Selkirk by-pass;
- acquiring a further derelict shop in the town centre, and obtaining £76K in funding to renovate it to use as a community asset; this building will be used as the home of Selkirk Community Energy Advice Centre;
- managing grants and loans from a range of sources (CCF, Awards for All, CARES, Scottish Borders Council, Big Lottery, Scottish Land Fund and Selkirk Common Good Fund) and income from our pop-up shop and book sales, amounting to over £350K since 2009, to support the projects listed above, with all required monitoring and reporting.



SRC

