

Network 76 in Motion

Project Officer

Application Pack



Empowering Communities

CONTENTS

| | |
|--|----------|
| CONTENTS | 2 |
| 1. INTRODUCTION | 3 |
| 2. THE APPLICATION PROCESS | 4 |
| 2.1. Timetable | 4 |
| 2.2. How to apply | 4 |
| 3. BACKGROUND INFORMATION | 5 |
| 3.1. Our organisation | 5 |
| 3.2. N76 Project Summary | 5 |
| 4. N76 PROJECT OFFICER JOB DESCRIPTION | 7 |
| 4.1. Job Profile..... | 7 |
| 4.1.1. Overall Purpose..... | 7 |
| 4.1.2. Job Description..... | 7 |
| 4.1.2.1. Main Tasks..... | 7 |
| 4.1.3. Person Specification..... | 8 |
| 4.1.3.1. Essential Knowledge, Skills & Attributes..... | 8 |
| 4.1.3.2. Desirable Knowledge, Skills & Attributes..... | 8 |
| 4.1.4. Salary..... | 8 |
| 4.1.5. Location..... | 9 |
| 4.1.6. Start Date | 9 |

1. INTRODUCTION

Community Energy Scotland is recruiting for a new post of **Network 76 in Motion Project Officer**. We are looking to recruit an energetic, well-organised and self-motivated individual to develop plans and capability for delivering local low carbon transport initiatives across the Network 76 project area. Technical training as required, personal development opportunities, and support will be provided by Community Energy Scotland.

This application pack introduces you to the application process and timetable, and the N76 in Motion Project Officer role. If you have any queries, please contact Rona at:

jobs@communityenergyscotland.org.uk.

2. THE APPLICATION PROCESS

2.1. Timetable

The timetable for the application process is as follows:

| | |
|-------------------------------------|---|
| 5pm Monday 10 th January | Deadline for receipt of application by email to jobs@communityenergyscotland.org.uk |
| Week 10 th January | Applicants informed whether they have been short-listed for interview and about the interview format |
| Week 17 th January | Interviews conducted via MS Teams |
| Friday 21 st January | Interviewees informed of the outcome |
| February – March 2022 | While we are looking to fill this post as soon as possible, the exact start date will depend on the circumstances of the successful applicant |

2.2. How to apply

Applicants should fill in and submit our application form by **17.00 on Monday 10th January**. We do not require a copy of your CV. The application form asks for the following information:

- Personal & contact details
- The names and contact details of two referees, one of which should be your current or most recent employer. These referees may be contacted by CES prior to your interview. If you do not wish your referees to be contacted unless you are offered the job, please indicate this by ticking the relevant boxes on the application form.
- Details of your general and further education
- Other relevant training and development, including membership of professional bodies/institution
- Employment history
- A letter of application explaining
 - your interest in the post
 - details of your abilities, skills and experience which you feel are relevant to the position.

You should provide actual examples of experience and impact in meeting the requirements outlined in the job description in your application. Reference should be made to the criteria detailed in the person specification. The information may include an outline of your most recent achievements and your reason for applying.

This post is funded by Paths for All, National Lottery, Annandale & Nithsdale Community Benefit Society, and Dumfries & Galloway Council.



quiries
[ityener](mailto:info@communityenergyscotland.org.uk)



ie send an e-mail to **COMMUNITY FUND**
e will get back to you as soon as possible.



3. BACKGROUND INFORMATION

3.1. Our organisation

Incorporated in 2007, CES' charitable objects are community development, environmental protection and the prevention and relief of poverty. CES has been at the forefront of community energy development since then, supporting communities to take control of and benefit from their local renewable energy resources and help lower carbon emissions.

CES is a membership based organisation with over 400 Members across Scotland and is open to non-profit-distributing community groups to join. The Board of Community Energy Scotland is made up of up of elected and co-opted Directors. Elected Directors are nominated and voted in by Community Energy Scotland's Members at its Annual General Meeting. Co-opted Directors are then invited by the elected Directors to join the Board to bring in additional skills and experience. Each Director brings to the Board a wide range of experience and expertise, from community development, banking and financial expertise, grid and technical knowledge, international work, social enterprise, academia and many other skills, all directly relevant to the work of Community Energy Scotland.

CES' core values are:

- Trust: Trust is fundamental to how staff and the volunteer Board work together as a team in pursuit of CES' aims;
- Integrity: our members and the communities we work with recognise we are reliable, impartial and deliver on our promises;
- Passion: Our Board and staff are committed to community development through a process of decarbonisation and democratisation of the energy system.

3.2. N76 Project Summary

Network 76 in Motion (N76) is proposed as a long-term community led transport project, encompassing a partnership of community trusts within the Glenkens - New Cumnock – Keir, Penpont and Tynron triangle of the Southern Uplands.

The project proposal has been developed in collaboration between the local community trusts and Community Energy Scotland (CES). It is based on a 5-year phased approach to developing a sustainable community transport network within Mid and Upper Nithsdale, The Glenkens, the southern locality of East Ayrshire and beyond. The first 3 years will focus on local action; with the aim of gathering granular baseline data, developing community ideas, objectives and raising wider awareness, then building on this understanding by initiating community led sustainable transport projects in each of the partner communities. The final 2 years will move the focus to wider transport connections spanning across and between partner communities; examining the potential for community leadership and collective action.

The project will begin in January 2022; with for the first 12 months secured from Paths for All, National Lottery, Annandale & Nithsdale Community Benefit Society, and Dumfries & Galloway

Council. Due to the duration of this funding, this job is advertised as a one year post. However, should the candidate prove themselves in post and funding be secured for future years of the N76 project, it is hoped that the position will be extended.

4. N76 PROJECT OFFICER JOB DESCRIPTION

- **This is a fixed-term post for 12 months starting January 2022**
- **Full Time Post (35 hours per week).** Applications for part-time working and job shares are also welcomed.
- **Reporting to CES Innovation Development Manager**

4.1. Job Profile

4.1.1. Overall Purpose

The purpose of the post is to provide technical, community and project management support to the six N76 project partner organisations, with the aim of developing plans and capability for delivering local low carbon transport initiatives across the N76 project area.

4.1.2. Job Description

4.1.2.1. Main Tasks

Research and develop links to regional transport networks:

- Support N76 partner communities in building relationships with external stakeholders (including road, rail and bus operators, local and national governments and national transport agencies)
- Meet with external stakeholders to discuss partnership working
- Gather data to provide an insight into bottlenecks, identify drivers for investment and identify future travel policy/priorities
- Create a low carbon transport map of the N76 project area

Assist in local consultations and transport planning:

- Assist the six N76 partner community organisations in hosting consultation events and surveys to identify communities' specific travel needs and wishes including barriers to wider travel
- Gather data on local service provision, common and important journeys and links, and barriers to sustainable transport across the N76 project area
- Co-produce six local transport plans (one with each of the N76 partner organisations)
- Compile a partnership report including baseline data and options for low carbon transport actions the N76 partner communities could take collectively

Build capacity for action among the N76 community partners:

- Organise and facilitate regular (bi-weekly) project partner meetings
- Organise 10 monthly educational and capacity building events
- Support N76 partner groups to follow up recommendations of their local transport plans by helping with planning, funding applications and delivery
- As a member of the CES development team, assist in developing plans and funding for years 2-5 of the N76 project

Work within and alongside the wider CES team:

- Play a full role in the evolution and operation of the team at Community Energy Scotland, and support the success of Community Energy Scotland as a whole
- Ensure work activity is well communicated to the wider CES team
- Represent Community Energy Scotland at public events when necessary
- Assist in the development of Community Energy Scotland's wider Community Energy Economies agenda; a portfolio of innovative community energy projects, research activities and policy engagement intended to create new opportunities for community energy and help communities to directly address local energy needs
- Undertake other tasks as agreed from time to time with the line manager and CES senior management team
- Subject to Covid restrictions, some travel to meet clients and visit sites is anticipated.

4.1.3. Person Specification

The post holder will be expected to work on their own initiative, be self-motivated and well organised, in order to meet the deadlines and funding requirements of this project.

4.1.3.1. Essential Knowledge, Skills & Attributes

- A relevant Engineering/Science degree or demonstrable equivalent experience
- Familiarity with the rapidly developing challenge of decarbonising and improving rural travel options, and with a range of emerging low carbon transport technologies and practices (eg. electric vehicles, car clubs, active travel promotion)
- Strong numeracy and literacy skills
- Awareness of the requirements for effective team-working and working effectively in high-performing teams
- Determination and perseverance in the face of obstacles and challenges
- A high level of self-motivation and strong commitment to the ethos and purpose of Community Energy Scotland

4.1.3.2. Desirable Knowledge, Skills & Attributes

- Practical experience of developing low carbon transport or energy projects
- Practical experience of working with or supporting the work of small community organisations and other key local stakeholders
- Familiarity with a range of low carbon electricity, heat and energy storage technologies
- Experience of organizing and delivering training sessions, workshops, and/or consultation events
- Advanced digital skillset: demonstrable experience in financial modelling, data analysis, web editing and/or social media
- A strong sense of humour, and a creative approach to project delivery
- A full driving licence

4.1.4. Salary

£24,000-28,000 p.a. plus pension (after one year's service). Starting salary can be set based on experience. Progression from starting salary is subject to satisfactory performance and Community Energy Scotland's financial status.

In addition to the above salary, CES will reimburse work-related travel expenses and provide the successful candidate with a laptop and associated equipment as required for home working, in accordance with our IT and staffing policies (documents available to successful candidate or on request).

25 days annual leave per annum, moving to 27 days after 2 years service.

4.1.5. Location

This post is based in the N76 Project area (Dumfries & Galloway & East Ayrshire).

We welcome candidates from the wider surrounding area (including Glasgow) but note that candidates will be required to attend some in-person meetings and events as part of this post, for which travel expenses within the N76 area will be covered.

When not attending meetings or events, there is potential for either home working or working from the premises of one of the N76 partner communities. Exact arranged tbc with successful candidate

4.1.6. Start Date

Start date anticipated to be in late February 2022 or Early March 2022 subject to serving notice with current employers.