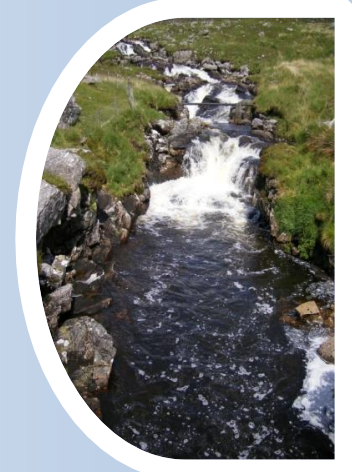


Development Manager

Application Pack



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. The future of CES	5
4. CES DEVELOPMENT MANAGER JOB DESCRIPTION	6
4.1. Job Profile	6
4.1.1. Overall Purpose	6
4.1.2. Job Description	6
4.1.3. Person Specification	7
4.1.3.1. Essential Knowledge, Skills & Attributes	7
4.1.3.2. Desirable Knowledge, Skills & Attributes	7
4.1.3.3. Essential Experience	8
4.1.3.4. Desirable Experience	8
4.1.4. Salary and leave	8
4.1.5. Location	8
4.1.6. Start Date	8

1. INTRODUCTION

Community Energy Scotland is recruiting for the post of **Development Manager**. The Development Manager role is vital to CES' continuing function as a leading community energy development charity. It requires creativity, excellent networking and project development skills, foresight in identifying and accessing project funding opportunities and the ability to construct compelling funding bids. A key part of the role is to look forward and help maintain CES' role as an innovator in the implementation of low carbon community energy options. We're looking for a colleague who will be highly committed to CES and our mission, experienced in community energy and who will be able to work effectively on their own and in a team context. 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 Development Manager role. If you have any queries, please contact Cath at:

jobs@communityenergyscotland.org.uk.

2. THE APPLICATION PROCESS

2.1. Timetable

The timetable for the application process is as follows:

5pm Monday 1 st August	Deadline for receipt of application by email to jobs@communityenergyscotland.org.uk
Wednesday 10 th August	Applicants informed whether they have been short-listed for interview and about the interview format
Monday 15 th – Thursday 18 th August	Interviews conducted via MS Teams
Monday 22 nd August	Interviewees informed of the outcome
September / October 2022	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 1st August**. We do not require a copy of your CV. The application form asks for the following information:

- Personal & contact details
- 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.

Referees will only be contacted once the successful candidate has been offered the job subject to references.

For informal enquiries about the vacancy please send an e-mail to jobs@communityenergyscotland.org.uk and we will get back to you as soon as possible.

3. BACKGROUND INFORMATION

3.1. Our organisation

Incorporated in 2007, CES' charitable objectives 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 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.

3.2. The future of CES

CES has changed and adapted over the years and its 'niche' now is piloting and testing innovative ways for communities to control and retain the full value of local energy generation locally, and substitute it for continuing high levels of fossil fuel use. Building community capacity to enable full engagement in the energy system and help drive its decarbonisation remains a key foundation of our work.

Like many Third Sector organisations, CES is not exempt from the continual need to find funding to support its charitable purposes. The organisation continues to pay very close attention to its financial status and prospects. However, it can expect significant long-term revenue from its 33% share in 'The Fisherman Three' wind farm at Hoprigshiels in Berwickshire. This windfarm is fully operational and the revenue expected from it creates a unique opportunity for CES to have a valuable impact in our key areas of concern.

Finally, and most importantly, CES' future depends fundamentally on the work of its committed staff and voluntary board. CES has always sought to create a supportive working environment, even though its staff team (currently standing at 15) is widely distributed across Scotland. The organisation depends on and seeks to develop highly capable individuals in whom a high level of trust is placed and who typically demonstrate a high level of commitment in return. The organisational culture is open and one which encourages debate and discussion on key external and internal issues, with regular team calls and other exchanges. This culture has been an important factor in its continuity so far and the Board and staff see it as a priority that it be retained going forward.

4. CES DEVELOPMENT MANAGER JOB DESCRIPTION

- **Permanent Post**
- **Full Time Post (35 hours per week)** with potential for flexible working/job share as per the CES Flexible Working Policy
- **Reporting to CEO**

Community Energy Scotland is seeking a suitable candidate to this permanent post. The Development Manager role is vital to CES' continuing function as a leading community energy development charity. It requires creativity, excellent networking and project development skills, foresight in identifying and accessing project funding opportunities and the ability to construct compelling funding bids. We're looking for a colleague who will be highly committed to CES and our mission, experienced in community energy and who will be able to work effectively on their own and in a team context.

4.1. Job Profile

4.1.1. Overall Purpose

To identify and develop new CES programmes and capabilities, ensuring that CES remains at the leading edge of community energy development and develops new sources of income.

4.1.2. Job Description

Main Tasks

- To advance the charitable aims of CES
- To work closely with the CES Trading Manager to maximise the income from all available sources for the charitable purposes of the organisation
- To develop, coordinate and manage CES' Development Programme.
- To work in collaboration with the whole CES Team on new projects, bids, fees and tenders.
- To carry out project work.
- To provide line management to up to 3 people.
- To carry out any other core work for CES in conversation with the CEO and the wider team.

Administration

- To keep all personal work records up to date such as annual leave requests, My Hours and Monday.com
- To track project work accordingly and ensure deadlines are met and tasks fulfilled when working collaboratively
- To undertake other administration tasks within the remit of the role at the request of the CEO.
- Manage internal CVs and evidence for funding applications and bids
- To ensure careful project documentation according to CES' project approval and management system, including details of project and financial progress.

Financial Recording

- To ensure high quality financial management and reporting requirements are met in all development projects

Other Tasks

- To engage with and build opportunities for joint development programmes with community groups, leading research and development institutions, companies in the UK and further afield.
- To ensure that CES staff are kept fully up to date on key developments and opportunities
- To 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
- To undertake other tasks as agreed from time to time with CEO and CES senior management team – the successful applicant will be expected to engage in a two-way conversation about future work and to also present ideas to the wider team as they come up.
- Ongoing requirement to ensure work activity is well communicated to the wider CES 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 degree in community development, renewable energy, electrical engineering or other relevant qualification or significant commensurate experience
- Knowledge of the renewable energy sector, decarbonisation and Net Zero
- Ability to manage a complex work portfolio and resources in a highly organised way to achieve significant outcomes for CES.
- Highly developed diplomacy, presentation and communication skills.
- Ability to prioritise work and meet deadlines
- Ability to communicate effectively with colleagues, stakeholders and the wider public
- Ability to create and manage working partnerships
- Strong awareness of the requirements for effective team-working and how to work effectively in high-performing teams
- Determination and perseverance in the face of obstacles and challenges
- Good understanding of inclusion and dignity in a charity setting both internal to CES and with our prospective clients/partners
- A high level of self-motivation and strong commitment to Community Energy Scotland, its ethos and purpose

4.1.3.2. Desirable Knowledge, Skills & Attributes

- Knowledge of Charities, Social Enterprises and the Third Sector in Scotland, and the funding opportunities available.
- Evidence of good interpersonal skills in the workplace, e.g. persuasive, energetic and considerate
- Knowledge of working in the rural/island sector
- Knowledge of working in the urban sector
- Knowledge of smart energy and renewable energy technologies

4.1.3.3. Essential Experience

- At least three year's work experience in a relevant field
- Experience of project development and management skills
- Experience of writing funding applications
- Experience of project delivery
- Community renewables, community engagement or community development experience
- Experience of environmental sustainability/decarbonising/Net Zero
- Experience of financial recording and budget monitoring

4.1.3.4. Desirable Experience

- Experience of report writing and/or writing bids & tenders
- Experience of procurement, estimates and pricing
- Experience of preparing board meetings and working with directors
- Experience of cashflow preparation

4.1.4. Salary and leave

- £33,600 per annum.
- Employer's monthly contribution to pension at a rate of 3% of monthly salary. If employment with Community Energy Scotland extends to over one year's service, the contribution provided by Community Energy Scotland will at that stage rises to 6% of monthly salary.
- 36 days of leave per annum; comprising of 25 days flexible annual leave, plus 11 days of fixed and flexible bank holidays. Increasing to 27 days flexible leave after 2 years of service, 29 days after 4 years, and 30 days after 5 years.
- CES will provide 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).
- Travel costs are reimbursed at £0.45 per mile.

4.1.5. Location

Some degree of office working may be possible depending on location, however this is primarily a home-working post. Regular travel to all parts of Scotland will be required, while keeping our carbon footprint down following CES' environmental policy.

4.1.6. Start Date

Start date anticipated to be in September or October 2022, subject to the successful applicant's circumstances.