

SelkirkRegeneration

POST TITLE:	Project Manager – Sustainable Selkirk
LOCATION:	Selkirk Community Energy Advice Centre, Selkirk, TD7 4LR
RESPONSIBLE TO:	Board of Trustees, Selkirk Regeneration (SCIO)
SALARY:	£27,500 - £29,500 pa (subject to experience)
START DATE:	September 2022 (fixed term contract to be completed by 31 March 2024, with 6-week probationary period)

This position is funded through The National Lottery Community Led Fund.

BACKGROUND:

Sustainable Selkirk is a project initiated and managed by Selkirk Regeneration SCIO, a community-based charitable organisation in the Scottish Borders. This post is funded by The National Lottery Community Led Fund to tackle one of Selkirk Regeneration's prime objectives, bringing benefit to the people of Selkirk and surroundings through sustainable development towards a low-carbon future.



Sustainable Selkirk supports the community in Selkirk and surrounding area to make sustainable lifestyle changes through home energy savings, sustainable travel, climate awareness, climate action and recycling.

Since it began in June 2020, Sustainable Selkirk has delivered:

- the Selkirk Community Energy Advice Centre
- home energy assessments, advice and visits
- e-bike trials
- talks and workshops on various aspects of practical sustainability
- led walks in and around Selkirk
- fuel-efficient driving training
- bike maintenance classes

The project is funded until March 2024 by The National Lottery's Community Led Fund and Together For Our Planet Fund, and subject to additional funding, will grow further and continue beyond this point.

THE PROJECT MANAGER:

The Project Manager will assist Selkirk Regeneration in leading and managing Sustainable Selkirk, to raise awareness of energy, transport and other climate-related issues. The Project Manager will have responsibility for developing, implementing and managing actions in response to these issues, including managing the Selkirk Community Energy Advice Centre and its staff and volunteers.

PRINCIPAL DUTIES:

The Project Manager, on behalf of Selkirk Regeneration, 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- and climate-related issues
- plan and implement a programme of meetings / information events to raise awareness of energy and climate issues, how to achieve home energy savings and to promote low-carbon and active travel
- 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
- assist in recruiting and managing staff and volunteers to implement a range of project tasks
- day-to-day management of the Project budget
- provide regular Project progress reports to the Selkirk Regeneration Board of Trustees
- engage with the media to raise the profile of the project
- advise on possible funding to secure sustainable continuation of the project
- support and promote Selkirk Regeneration's aims and activities within the community

OTHER DETAILS:

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

The position will be based in 5 Tower Street, Selkirk, TD7 4LR. Some local travel will be required to fulfil the needs of the project, using low-carbon sustainable travel where possible.

The post will be 35 hours / week, but Selkirk Regeneration will operate a flexi-time working system. It may prove necessary, on occasion, for the Project Manager 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. Additional leave may be granted to facilitate low carbon holiday travel.

PERSON SPECIFICATION

General Skills - Essential

- Self-motivated and able to work on own initiative
- Positive and friendly approach to householders, trustees, volunteers and colleagues
- Effective verbal and written communication
- Good working IT skills
- Good organisational skills
- Willingness to work occasional evenings and weekends

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)

No specific qualifications are required, and training will be provided for the successful candidate if required to bring the level of knowledge up to:

- City and Guild Energy Awareness 6281 01 (or equivalent)
- City and Guild Renewable Energy 6281 02 (or equivalent)

A Disclosure Scotland certificate will be required.

Application Procedure:

Any enquiries by e-mail (below) to David Bethune, Trustee, Selkirk Regeneration (SCIO).

To apply, e-mail your CV with covering letter to David Bethune, Trustee, Selkirk Regeneration (SCIO), by 12 noon, Monday 12th September 2022. Covering letter should provide your contact details (email and phone), names and contact details of 2 referees (who will be contacted only after a successful interview), indicate your reasons for applying and how your experience and skills meet the requirements of this post.

Email: info@selkirkregen.com **Phone:** 07835 715817

Notes:

1. Communication will normally be by email, so always check your spam folders for responses. We will acknowledge receipt of your application.
2. Applicants must be eligible to work in the UK and have the appropriate documentation in place at the application stage and proof of this will be sought before starting the post.
3. Due to the ongoing COVID situation, it may be necessary for the post to be home-based at times, depending on current regulations.

SelkirkRegeneration background information:

Selkirk Regeneration SCIO is a community-based charitable organisation, 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 Selkirk Regeneration.

Selkirk Regeneration currently has 48 ordinary members, who elect a Board of Trustees to manage the affairs of the charity. The current Board comprises 6 Trustees, 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 13 years, Selkirk Regeneration 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 and activities, which include:

- feasibility studies into potential community-owned renewable energy projects;
- establishing Selkirk as a Fairtrade town, and helping set up Selkirk Community Shed;
- working with other local groups to draft the Selkirk Community Action Plan 2012-15;
- acquiring and renovating an empty shop in the town, and managing it as a pop-up shop;
- involvement in instigating the Selkirk Conservation Area Regeneration Scheme (CARS) project and the Selkirk Business Improvement District (Selkirk Means Business);
- lobbying local and national government for the provision of a Selkirk by-pass;
- setting up the Selkirk Community Energy Advice Centre in a refurbished derelict shop;
- managing grants and loans from a range of sources (including CCF, Awards for All, CARES, Scottish Borders Council, Big Lottery, Scottish Land Fund and Selkirk Common Good Fund), the Robertson Trust) amounting to over £500K since 2009, to support these and other projects.

For further information:

selkirkregen.com

sustainableselekirk.org.uk

facebook @SustainableSelkirkScotland