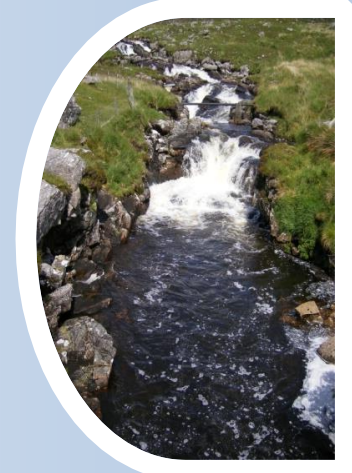


Policy Manager

Application Pack



Empowering Communities

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1. INTRODUCTION

Community Energy Scotland is recruiting for a new post of **Policy Manager**. We are looking to recruit an energetic, well-organised and self-motivated individual to lead on CES's policy and advocacy work. 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 Policy Manager 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:

Sunday 14 July 2024	Deadline for receipt of application by email to jobs@communityenergyscotland.org.uk
Friday 19 July 2024	Applicants informed whether they have been short-listed for interview and about the interview format
Week commencing 22 July 2024	Interviews conducted via MS Teams
Week commencing 29 July 2024	Interviewees informed of the outcome
August/September 2024	Successful candidate takes up their post as soon as possible, depending on notice period.

2.2. How to apply

Applicants should submit a cover letter and CV to jobs@communityenergyscotland.org.uk by **midnight on Sunday 14th July 2024**. The cover letter should provide the following information:

- Personal & contact details
- A brief explanation of your interest in CES and the post
- A brief explanation of how you meet the person specification.
- A completed copy of our CES Diversity Monitoring Form. We collect this information to monitor our diversity and inclusion within our organisation. The information is kept confidential and not used in candidate selection.

Referees will only be contacted once the successful candidate has been offered the job subject to references. At least one of the two referees should be your current or most recent employer.

For 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. POLICY MANAGER JOB DESCRIPTION

- **Fixed Term Appointment for 1 year**, with the view to forming a permanent post thereafter.
- **Part or Full Time Post** (we are open to discuss part-time hours from a minimum of 24 hours to full-time at 35 hours per week) with potential for flexible working as per the CES Flexible Working Policy.

Community Energy Scotland is looking to recruit an energetic, well-organised and self-motivated individual to lead CES's policy and advocacy work. Personal development opportunities, and support will be provided by Community Energy Scotland.

3.1. Purpose

To lead in the development and delivery of CES's Policy and Advocacy strategy.

3.2. Main Tasks

3.2.1. Develop a Policy and Advocacy Strategy:

- Aligning with existing UK Scottish Government policies and strategies as well as other internal documents including CES's Strategy and Communications Strategy
- Compile an evidence base to back up positions
- Develop one page policy briefings with recommendations on key issue
- Select one key campaign issue, potentially to be campaigned on in partnership with aligned organisation(s)
- Agree and sign off the strategy within three months of taking up post

3.2.2. Maintain relationships with key stakeholders

(supported by CEO):

- Represent CES at key events and meetings. This will include preparing, delivering and facilitating presentations/open meetings and discussions when required. Subject to Covid restrictions, some travel to meet clients and visit sites is anticipated
- Identify sympathetic MPs, MSPs, policy makers and influencers and build relationships with them
- Maintain a database of contacts and keep supporters informed and involved to create an active network
- Investigate the potential for collaboration and partnership with aligned organisations

3.2.3. Deliver policy interventions

(supported by appropriate team members):

- Intervene both (a) reactively in response to arising opportunities, and (b) proactively in pursuit of a chosen campaign issue, in line with the policy and advocacy strategy
- Facilitate members to participate in the policy arena and speak out directly
- Co-ordinate responses to regulatory and legislative consultations of relevance to members

3.2.4. State of the Sector:

- The Policy Manager will be responsible for the delivery of the State of the Sector Report Scotland, with support from other CES staff members.
 - Design of State of the Sector (SOTS) survey, and stakeholder engagement
 - Managing and monitoring a work plan for the UK, Welsh and DNO (Distribution Network Operator) SOTS Reports.
 - Regular liaison with Community Energy England and Community Energy Wales
 - Providing creative and practical input into the future of SOTS, its development, and its potential benefits to CEE (Community Energy England), CEW (Community Energy Wales), and CES and to the sector.

3.2.5. Communicate with staff, members and the public

(supported by Membership & Comms Officer):

- Convene members' policy fora and build relationships with CES's member community groups to inform, consult and involve CES members in policy work
- Work with the Membership and Communications Officer to effectively disseminate information and ensure good public profile is achieved on CES policy and advocacy activities
- Embed knowledge and use of the policy and advocacy strategy within CES
- Ensure that CES staff and board members are kept fully up to date on key developments and CES' position on them through the management of an effective policy briefing system.

3.2.6. Management duties:

- Play a full role in the development and operation of CES as an organisation through the Management Team and its role in leading the organisation.
- Inspire, manage and develop staff in a way that brings out their full potential, ensuring that all staff line managed are effectively deployed and supported, have clear time and work plans linked with Annual Reviews and are fully engaged in delivering Community Energy Scotland's priorities. (The post is not initially expected to include line management responsibilities initially, however this may change)

3.2.7. Administration:

- To keep all personal work records up to date such as annual leave requests, My Hours, Sharepoint and Monday.com

3.2.8. Other tasks;

- Support the CES development team to secure increased funding and support for policy work
- 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
- Undertake other duties as may be required from time to time by the Chief Executive

3.3. Person Specification

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

3.3.1. Essential Knowledge, Skills & Attributes

- A high level of self-motivation and strong commitment to Community Energy Scotland, its ethos and purpose
- A sound understanding of both UK and Scottish Government parliamentary functions and the process of national policy, regulation and legislative development.
- Knowledge of the process of and challenges involved in deploying renewable energy systems
- Nuanced social skills, including the ability to engage effectively with individuals, community groups, government agencies and large corporate utilities
- Strong negotiation skills, and an ability to adapt quickly to new requirements and opportunities
- Effective partnership-building skills and practical and experience of partnership working, especially with community groups
- High quality communication, representation, and co-ordination skills
- Demonstrable ability to understand and interpret complex technical & financial information
- Ability to build, maintain and work effectively in high-performing teams

3.3.2. Essential Experience

- Degree level qualification in a relevant subject or equivalent relevant experience
- At least three years of relevant experience working in a similar sector such as policy, research or practical experience within the community energy sector
- Previous experience of engaging on policy and advocacy issues and developing relationships with key stakeholders
- Demonstrable relationships with decision makers or those who work closely with them, and ready-formed network for policy engagement.
- Experience of engaging in expert stakeholder forums.
- Public speaking and presentation

3.3.3. Desirable Knowledge and Experience

- Detailed knowledge and demonstrable practical experience of community (energy) development
- A track record of working in and in partnership with development trusts and/or other grassroots community member-based development organisations.
- Experience of working with civil servants and politicians in Holyrood and/or Westminster
- Understanding of energy market regulations

3.3.4. Salary

- £34,000 per annum full time equivalent (if part time then pro rata).
- Employer's monthly contribution to pension at 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.
- 11 days Public Holidays per annum
- 25 days additional annual leave per annum, moving incrementally to 30 days after 5 years.

3.4. Location

The post holder will be expected to travel regularly to meetings and conferences in Edinburgh, Glasgow and around Scotland. Thus, a central belt location is preferable. The post is suitable for home working but office or co-working space for the post holder can be secured if required.