

Carbon Neutral Islands Orkney Officer

Recruitment Application Pack



Empowering Communities

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1. INTRODUCTION

Community Energy Scotland is recruiting for a **Carbon Neutral Islands Officer** based in **Orkney**. We are looking to recruit an energetic, well-organised and self-motivated individual to work as part of a team delivering the Carbon Neutral Island project. 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 Carbon Neutral Islands Officer role. If you have any queries, please contact Rona Mackay at: jobs@communityenergyscotland.org.uk.

2. THE APPLICATION PROCESS

2.1. Timetable

The timetable for the application process is as follows:

Midnight Sunday 11 August	Deadline for receipt of application by email to jobs@communityenergyscotland.org.uk
Tuesday 13 th August	Applicants informed whether they have been short-listed for interview and about the interview format
Friday 16 th August	Interviews conducted via MS Teams
Monday 19 th August	Interviewees informed of the outcome
September 2024 or as soon as possible thereafter	We aim for the successful candidate to start as soon as possible

2.2. How to apply

Applicants should submit a **cover letter and CV** to jobs@communityenergyscotland.org.uk by **midnight on Sunday 11 August**. The cover letter should provide the following information:

- Personal & contact details
- A brief explanation of your interest in and suitability for the post
- The names and contact details of two referees, one of which should be your current or most recent employer. Referees will only be contacted once the successful candidate has been offered the job subject to references.

Alongside your CV and covering letter, please send 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.

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.

2.3 Data & Privacy

We collect or use the following personal information as part of CES staff recruitment, administration and management:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- Photographs (eg staff ID card)
- Copies of proof of address documents (eg bank statements or bills)
- Details of any criminal convictions (eg DBS checks)
- Political, conflict of interest or gift declarations

We also collect the following information for CES staff recruitment, administration and management:

- Racial or ethnic origin
- Sexual orientation information

Our lawful bases for collecting or using personal information as part of staff recruitment, administration and management are:

- Consent
- Legal obligation

Please see our [Privacy Notice](#) for further information.

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. 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 that 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. Working for Community Energy Scotland

Community Energy Scotland currently has 26 members of staff based all over Scotland. Staff have the option of working from home or being based in a local office.

In our Staff Satisfaction Survey in January 2024 when asked what they liked best about working for CES, staff gave the following feedback:

- "Treated with respect."
- "The opportunities provided through my role to meet new people, learn new things, and work on meaningful issues."
- "Fellow colleagues and opportunity to do worthwhile work benefiting communities."
- "Kind and friendly colleagues and management team. The trust in staff to explore new work and light touch management giving the freedom to develop new areas."
- "Flexibility of working allows me to maintain a work-life balance and pursue interests and have good relationships outside of work. I think there is a good sense of community and belonging within our team despite being based in different areas"
- "I really like the type of work, the team are all really driven and it feels like we are trying to make a positive change in the world."

3.3. The Carbon Neutral Islands Project Summary

The Carbon Neutral Islands project is a programme for government commitment aimed at supporting islands to become carbon neutral by 2040. In May 2022 the Scottish Government announced that Hoy, Islay, Great Cumbrae, Raasay, Barra and Yell were to be part of its Carbon Neutral Islands project. These Islands will demonstrate the low carbon energy potential of Scotland's islands as hubs of innovation in renewable energy and climate change resilience, whilst positively impacting on island economies and population retention and growth.

The Carbon Neutral Islands project will help to deliver key commitments in the National Islands Plan and will create jobs, protect Scottish island environments from climate change, and contribute to the Scottish Government’s 2045 net zero commitment. Carbon audits and a Community Climate Action Plan have been completed for all six islands, and a range of community-led projects to reduce carbon and increase resilience to climate change are now being taken forward across these islands. See the CNI website for regular updates: <https://cni.scot/>

A key strand of the CNI project is to share the learnings and benefits of this initiative with other island communities. Based on the process followed by the six CNI islands, CES has produced a Climate Action Handbook for communities which provides guidance and useful resources for other communities wishing to take forward climate-related projects. CES is also initiating a ‘Community of Practice’ for interested community groups to form a supportive and collaborative network where they can share learnings and access support from CES. This role would specifically support a cluster of the Orkney outer isles, including: Sanday, Stronsay, North Ronaldsay, Eday, Westray, Papa Westray, and Shapinsay.

The key objectives are:

- To identify local anchor organisations on each island and establish a ‘Community of Practice’ among participants that will enable networking and sharing of knowledge and experiences, helping to build the skills and expertise within the network necessary to sustain climate action and resiliency into the future.
- To assess the current state of play with regards to climate action and community plans on each island, identifying what stage they are at and what projects or plans are currently in development.
- To collect and analyse data and information through research and surveys to enable a better understanding of the key sources of greenhouse gas emissions on each island
- To develop community climate change action plans in collaboration with each of the local anchor organisations on the participating Orkney islands.
- To carry out meaningful local engagement and participation to raise climate literacy and gather input into the development of Community Climate Action Plans, ensuring the actions contained in the plans have broad community support and identify the community’s priorities. To support the local anchor organisation in communicating and disseminating key messages out to the wider community.

4. CARBON NEUTRAL ISLANDS OFFICER JOB DESCRIPTION

Community Energy Scotland is looking to recruit an energetic, well-organised and self-motivated individual to be part of a team delivering the next phase of the Carbon Neutral Islands project.

Personal development opportunities, and support will be provided by Community Energy Scotland.

- **Fixed-Term Post to 31st March 2025.** This is a post funded by the Scottish Government – Fixed Term initially until 31st March 2025. Grant allocation for the financial year 2025-2026 for the Carbon Neutral Islands project is subject to written confirmation by the Scottish Ministers following the outcome of the annual spending reviews.
- **Full Time Post (35 hours per week)** with potential for flexible working/job share
- **Reporting to Carbon Neutral Islands Project Manager**

4.1. Job Profile

4.1.1. Overall Purpose

This role would specifically support a cluster of the Orkney outer isles to develop Community Climate Action Plans. The participating islands include: Sanday, Stronsay, North Ronaldsay, Eday, Westray, Papa Westray, and Shapinsay. These islands will form a 'Community of Practice', to share learnings and build the capacity and skills required to progress climate action and decarbonisation activities. The overall purpose of this role will be to facilitate this Community of Practice and ensure the delivery of climate action plans that are driven and informed by the priorities of the local community.

4.1.2. Job Description

Working as part of the CES Carbon Neutral Islands team, and supported by CES' Technical Officers, to deliver the following tasks with the Orkney Community of Practice:

Main Tasks

- To establish, build and maintain positive working relationships with key stakeholders within each of the participating island communities.
- To assess the current state of play with regards to climate action and community plans on each island, identifying what stage they are at and what projects or plans are currently in development.
- To identify gaps in data relevant to understanding the key sources of greenhouse gas emissions on each island.
- To develop community climate action plans in collaboration with each of the local anchor organisations on the participating Orkney islands.
- To support the collection of data locally through preparation and dissemination of surveys or other data gathering methods.
- To effectively share relevant information and data with local anchor organisations.

- To carry out meaningful local engagement and participation to raise climate literacy and gather input into the development of Community Climate Action Plans, ensuring the actions contained in the plans have broad community support and identify the community's priorities.
- To communicate well with the local anchor organisation and support them to provide key messages out to the wider community.
- To facilitate the 'Community of Practice' to network and share experiences, learnings, successes and challenges. To help build the skills and capacity within the network, enabling local anchor organisations to cultivate the expertise necessary to sustain climate action and resiliency into the future.
- Review the social inclusivity of project activities and identify opportunities to improve the accessibility and suitability of activities to wider demographics
- To work with project officers working on other CES projects including the Islands Centre for Net Zero and Rural Energy Hubs to ensure that there is a collaborative approach.
- To undertake other duties as may be required by the organisation.
- To provide updates on the work within Orkney to the CNI team and to write regular content for reports and social media updates.

Administration

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

Other Tasks

- To prepare, deliver and facilitate presentations/open meetings/workshops and discussions when required.
- 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
- Ongoing requirement to ensure work activity is well communicated to the wider CES team
- Travel to meet community groups and other stakeholders on each of the participating islands within the Orkney archipelago will be required.

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

- Experience of working with community organisations and in community development
- A degree in community development, renewable energy or other relevant qualification or significant commensurate experience.
- Demonstrable knowledge of one of the following: the renewable energy sector, decarbonisation, climate accounting or Net Zero
- A good understanding of community development
- A high level of self-motivation and strong commitment to Community Energy Scotland, its ethos and purpose
- Strong awareness of the requirements for effective team-working
- Effective partnership-building skills and practical and effective experience of partnership working, especially with community groups
- Demonstrable communication, representation and co-ordination skills
- Ability to communicate effectively with colleagues, stakeholders and the wider public and deal with conflict.
- Ability to prioritise work and meet deadlines
- Determination, perseverance, and sound problem-solving skills in the face of obstacles and challenges
- Ability to use Microsoft Excel for creating spreadsheets, formatting cells and organizing data
- Ability to use Microsoft Word for creating and formatting documents and reports

4.1.3.2. Desirable Knowledge, Skills & Attributes

In addition to the above, it may be desirable for candidates to possess some or all of the following:

- A track record of working in and in partnership with development trusts and/or other grassroots community member-based development organisations.
- Experience of living and working in Orkney and an existing network of contacts within Orkney development trusts.
- Experience of local area planning with relevance to carbon neutral plans.
- Good understanding of inclusion and dignity in a charity setting both internal to CES and with our prospective clients/partners
- Detailed knowledge and demonstrable practical experience of community energy development
- Familiarity with research projects, working to funding specifications, team-working in a research focussed manner

4.1.4. Salary

- £30,210 per annum (pro rata). Progression from starting salary is reviewed annually, and subject to satisfactory performance and Community Energy Scotland's financial status.
- 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.
- £1044 per annum (pro rata) home working allowance
- Travel costs are reimbursed at £0.45 per mile.

4.1.5. Location

This post will be based on the Orkney Isles. The successful candidate will be expected to travel to the participating islands as required, particularly at an early stage to establish relationships and later to facilitate community engagement events. The team in Orkney currently all work from home and meet in person every Wednesday afternoon. Some travel to other areas in Scotland is likely to be required, while keeping our carbon footprint down following CES' environmental policy.

4.1.6. Start Date

September 2024 or as soon as possible thereafter.