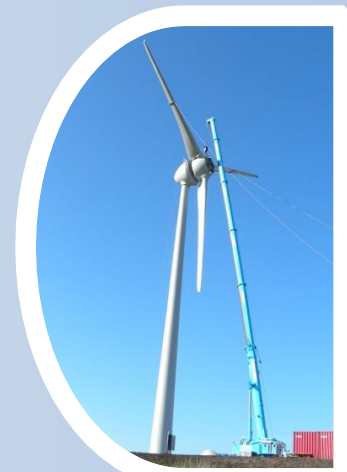


Head of Development

Recruitment Application Pack



Empowering Communities

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1. INTRODUCTION

Community Energy Scotland is recruiting for a **Head of Development**. The Head of Development 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 either development and fundraising in the community and third sector and/or community energy and who will be able to work effectively on their own and in a team context.

This application pack introduces you to the application process and timetable, and the Head of Development 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:

Thursday 19 th September at 5pm	Deadline for receipt of applications by email to jobs@communityenergyscotland.org.uk
Friday 20 th September	Applicants informed whether they have been short-listed for interview and about the interview format
Week beginning 23 rd September	Interviews conducted via MS Teams
Tuesday 1 st October	Interviewees informed of the outcome
	We aim for the successful candidate to start as soon as possible

2.2. How to apply

Applicants should submit a **CV and cover letter** to jobs@communityenergyscotland.org.uk by **midnight on Thursday 19th September**. 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.

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's 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 elected and co-opted Directors. CES' core values are:

- **Trust:** Trust is fundamental to how staff and the volunteer Board work together as a team in pursuit of CES's 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 28 members of staff based all over Scotland, including Orkney, the Outer Hebrides, Shetland, the Inner Hebrides and across the mainland. 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:

- "Being 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."

4. HEAD OF DEVELOPMENT JOB DESCRIPTION

- **Permanent Post**, with a 6-month probationary period.
- **28 to 35 hours per week** with potential for flexible working/job share
- **Reporting to CES' Technical Director**

4.1. Job Profile

4.1.1. Overall Purpose

To lead on the identification, development, and delivery of new CES opportunities, resources, and sources of income to ensure CES's financial sustainability, and the updating and maintenance of an appropriate development strategy for the organisation.

4.1.2. Job Description

To deliver the following tasks:

Main Tasks

- To take ownership for, develop, coordinate and manage CES' Development programme to advance the charitable aims of CES, including the development and implementation of a new Development Strategy
- To collate information from CES's members and from colleagues working in the field to identify new project ideas that overcome existing barriers and meet the needs of community energy groups in Scotland
- To initiate and manage the process of development of new projects and activities, including delegating tasks to different members of the team, with clear activities and deadlines
- To proactively seek new funding opportunities, including from grant funds and Invitations to Tender to:
 - Ensure continuation and development of existing projects and job security for CES team
 - Work closely with the Technical Director and CES Trading Manager to maximise the income from all available sources to meet the charitable purposes of the organisation
 - Collaborate with the whole CES Team on new projects, bids, fees and tenders
- To build relationships with other organisations in order to build new consortia and access more opportunities
- 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.
- Where funding is secured, to ensure a smooth handover process to the project operations team.
- To join the CES Management Team, which is responsible for the successful operation of Community Energy Scotland
- To provide line management to up to 4 people.
- To carry out project work, potentially managing small projects and to carry out any other core work for CES as needed by the CEO and the wider team.

- To ensure that CES staff and community group members are kept fully up to date on key developments and opportunities

Financial Recording

- To ensure high quality budgeting, financial management and reporting requirements are met in all development projects
- To proactively share information with the CEO, Head of Finance and Head of Projects to ensure that there is good visibility of upcoming and potential projects and funding.

Representing CES:

- Acting as a positive ambassador for CES and ensuring that all activities are performed in a way that is in line with its vision and mission.
- Representing CES at local, national and international outreach and promotion events as necessary.
- Providing updates on your work on projects for social media and website pages to ensure a good public profile.

Administration

- To keep all information about development work up to date, including updating funding databases and ensuring that information around all projects in development and all applications are filed on CES's online systems (Monday.com/Sharepoint).
- To keep all personal work records up to date such as annual leave requests, timesheets and CES's online systems (Monday.com and Sharepoint).
- Attend team meetings.
- Chairing fortnightly development meetings and ensuring that minutes and actions are recorded and distributed.
- To lead on tracking development work accordingly and ensure deadlines are met and tasks fulfilled when working collaboratively
- 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.

Other Tasks

- 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.
- Travel to meetings and events in Scotland, and occasionally the UK or abroad.

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 minimum of five years of relevant experience in project development, bid writing or fundraising roles.
- Degree level education or equivalent experience.
- Experience of writing funding applications, reports, bids and tenders.
- Demonstrable experience of identifying barriers and opportunities and developing innovative projects to meet needs of target groups/communities.
- Experience of budget development and financial management.
- Ability to manage a complex work portfolio and resources in a highly organised way to achieve significant outcomes for CES.
- Highly developed diplomacy, presentation, interpersonal 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
- 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

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

- 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
- Knowledge of Charities, Social Enterprises and the Third Sector in Scotland, and the funding opportunities available.
- Experience of procurement, estimates and pricing
- Experience of cashflow preparation and accounts.

4.1.4. Salary

£37,395 per annum (pro rata)

4.1.5. Location

Scotland. 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

October 2024 or as soon as possible thereafter.