

Community Development and Wind Farm Manager

Application Pack

NOVEMBER 1, 2024

**North Uist Development Company and
UistWind**



1. Introduction

North Uist Development Company (NUDC) and UistWind (North Uist Development Company Trading Limited) are looking to recruit an energetic and self-motivated individual to act as a catalyst for innovative and sustainable community development and for successful operational management of the North Uist community-owned wind farm – UistWind.

The successful candidate will work with the UistWind Management Committee, its members and associated parties, to manage the Community Benefit Society's operational business needs, meeting compliance requirements while working to maximise generation and revenue from two 900kW wind turbines at Criongrabhal near Clachan-na-Luib in North Uist for the benefit of the local community.

The successful candidate will also work with NUDC and the wider community, to develop and implement both a community development plan, and a community investment plan for the UistWind community benefit fund, which takes account of opportunities to enhance the socio-economic, cultural and environmental welfare of the North Uist and Berneray area.

This application pack introduces you to the application process and timetable, and the Community Development and Wind Farm Manager role. If you have any queries, please contact Mrs Ada Campbell at nudc@isleofnorthuist.com or Dr Ameena Camps at manager@uistwind.com or on telephone number 07944986716.

You can also find more details about living and working in Uist here – <https://uist.co/live/moving-to-uist/> or get in touch with the Uist Resettlement Officer, Christina Morrison - uistsettlement.officer@cne-siar.gov.uk.

1.1 About us

The employer will be North Uist Development Company (NUDC), a community-based organisation founded in 2010, registered as a Scottish Company No. 383175 and as a Scottish Charity No. SC041709. The funding for this position is provided by UistWind (North Uist Development Company Trading Limited), a Community Benefit Society, converted in 2018 and registered with the Financial Conduct Authority under registration no: RS007738.

Due to the joint nature of the role, the Community Development and Wind Farm Manager will have an appointed line manager by NUDC, as the employer, for HR and NUDC related duties, and a supervisor from UistWind for wind farm related duties. This is envisaged as a 50:50 division of time for the full-time position, and the successful candidate will be expected to record and manage their time accordingly, unless otherwise agreed.

North Uist Development Company

NUDC aims to develop a sustainable and viable community through promoting the social, educational, cultural, economic and environmental wellbeing of North Uist.

To achieve this, NUDC will:

- Work towards creating a dynamic and diverse area, taking cognisance of the potential local effects of climate change
- Promote development projects in North Uist that meet the objectives of the Community Development Plan
- Support the community through partnership working with public, private and voluntary sectors
- Encourage community participation and engagement at every opportunity
- Build on our capacity as a group and as a community
- Measure our performance, to guide progress and define direction for the longer term.

NUDC will be responsible for a number of important projects in North Uist and it is hoped will become a vehicle for attracting inward investment into the area. You can find out more details at

www.isleofnorthuist.com

UistWind (North Uist Development Company Trading Limited)

UistWind is a project of the North Uist Development Company (Trading) Limited which was initiated by members of North Uist Development Company (NUDC) and the wider North Uist community. North Uist Development Company (Trading) Limited was established as a Community Benefit Society in 2018, and has been set up to enable the development of our wind farm in line with the founding objectives. The project was made possible through an agreed commercial finance agreement with Triodos Bank UK as the Senior lender and, with the Scottish Investment Bank as the Junior lender through their Energy Investment Fund. A community share offer with 220 investors raised £453,850 and enabled the project to proceed to construction and operation. The development was also made possible by the Scottish Government CARES fund and the Western Isles Development Trust.

The two turbines, on average, generate more than enough green electricity to offset that used by all homes in North Uist each year. This is equivalent electricity to power more than 1,600 homes a year and reduce carbon dioxide by over 1,275 tonnes annually. Renewable energy has an important role to play in addressing the key issues of climate change and security of supply and we recognise our role in supporting a greener future. Our conservative financial projections indicate the project will generate over £2 million over 22 years. These funds will be used to fund a variety of local projects and initiatives in direct support of local people, community groups and charitable organisations based in North Uist; in line with the Community Investment Plan. For more details visit www.uistwind.com

UistWind has been operational since 2019 and we are pleased to have reached a point in the project to be able to fund this joint position in preparation for the first North Uist Community Benefit Fund.

2. Application process

2.1 Timetable

1st November 2024	Recruitment advert issued
1st December 2024	Deadline for receipt of applications.
6th December 2024	Applicants informed whether they have been shortlisted for interview and about the interview format.
w/c 9th December 2024	Interviews in person or via Teams.
w/c 16th December 2024	Interviewees notified of outcome.
End January – March 2025	Successful candidate start date, depending on notice period.

This is the anticipated timeline and is subject to change. Applicants will be notified of any changes. Should two or more candidates be closely matched in terms of suitability for the role, second interviews may be required.

2.2 How to apply

Applicants should submit a cover letter and CV to admin@uistwind.com and cc nudc@isleofnorthuist.com by noon on Sunday 1st December 2024. If applying through a recruitment website, such as CharityJob, may also be able to apply directly through their website and your application will be forwarded to us.

The application should provide the following information:

- Personal & contact details.
- A brief explanation of your interest in the position.
- A brief explanation of how you meet the person specification.
- A copy of your up-to-date CV, up to 3 pages.
- Names, addresses and contact details of two referees.
- A completed copy of a Equality and Diversity Monitoring Form. We collect this information to monitor our diversity and inclusion within our organisation. The information is kept confidential and will not be used during the evaluation of potential candidates.

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.

Interview travel expenses of up to £100 will be reimbursed, otherwise interviews can be conducted online via Teams.

2.3 Shortlisting and interview evaluation

The shortlisting of candidates, interview questions and interview evaluation will be based upon the **Essential** criteria for **Knowledge, Skills and Experience** in the Job Description.

3. Community Development and Wind Farm Manager Job Description

- **Duration of post:** Three-year fixed term appointment, with a view for renewal for a longer term position thereafter.
- **Hours of work:** Full-time, 35 hours per week, flexible working considered.
- **Location:** Hybrid, based in Uist, with a desk at old Lochmaddy School, North Uist.
- **Salary:** £40,050 (starting salary).
- **Holidays:** 25 days per year plus 9 days public holidays per year.
- **Pension:** Employer's monthly contribution to pension at 3% of monthly salary.
- **Other benefits:** The position will include a training allowance, to support personal professional development and the needs of role, for example, social value monitoring and evaluation training or third sector leadership training.

The successful candidate will be subject to a 6-month probation period. Any flexible working pattern will be agreed once starting the role. Due to the nature of the job some evening and/or weekend working will be required from time to time, including once per year on Remembrance Sunday for the annual curtailment of Turbine 1 near the Clachan Na Luib war memorial. Due to the location, a current UK driving licence, appropriate insurance and access to a car is essential.

3.1 Purpose

- a. To lead management of UistWind operations, alongside the Management Committee, developing and delivering efficient and effective processes and procedures, maintaining strong working relationships with associated parties, ensuring legal, financial, governance and health and safety compliance, and carrying out active communications with its members and wider communities.
- b. To support the work of North Uist Development Company in particular, for the update of, and implementation of:
 - i. the NUDC Development Plan, which sets out the community's vision for the next five years, and use this vision to establish priorities for community-based development.

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- ii. the UistWind Community Investment Plan, to establish and manage the processes and procedures for the fair, inclusive and impactful disbursement of Community Benefit Funds arising from the community-owned wind farm.

3.2 Principle tasks

Key focus areas for the coming year include effective and efficient operational management of the UistWind wind farm, establishing and implementing associated processes and procedures, while updating North Uist Community Development Plan and the Uist Wind Community Investment Plan in order to establish systems and processes for the disbursement of Community Benefit funds arising from the North Uist Community Wind Farm, as recognised in the tasks below. The priority secondary tasks are to utilise any spare capacity to assist the further development of the old Lochmaddy School as an Environment Centre, as a priority project identified in the Isle of North Uist Community Development Plan 2018 to 2023, and to obtain suitable inward investment and/or grant funding including for additional NUDC staff resource. The role and associated requirements will naturally evolve as tasks are completed and processes and procedures are implemented; however, the majority of the UistWind operational tasks are likely to remain as standard practice.

3.2.1 Community Investment Plan and Community Benefit Fund

- Delivering community engagement and updating the Community Investment Plan, including developing processes and procedures and associated materials such as funding application forms, funding agreements, reporting requirements, financial management tools and establishing community-based committee(s).
- Supporting the Management Committee of UistWind and the Board of Directors of NUDC in the development and implementation of a deed of covenant to support the distribution of the Community Benefit Fund.
- Development and management of monitoring and evaluation indicators and criteria to measure the short, medium and long-term benefits of UistWind, Community Benefit Fund projects and that of other NUDC projects.

3.2.2 Community Development Plan

- To carry out representative and inclusive engagement activities and analysis of findings to support the update of the NUDC North Uist Community Development Plan, to establish the community's vision for the next five years, and use this vision to establish priorities for community-based development.

3.2.3 Operational Management

- Acting as primary point of contact and responsible for communications management, including with internal and external stakeholders through a variety of methods, including quarterly newsletters to Members, dealing with queries by telephone, email and post, liaison

with operational stakeholders such as the MoD, SSEN and Enercon; and ad hoc communications such as Scottish Government enquiries or occasional press enquiries/press releases.

- Oversight of governance and compliance, including associated with legal and financial agreements, relating to data controller function and cybersecurity, and working with the Management Committee to develop and implement policies and procedures including strong financial, data management, procurement and contract management procedures.
- Updating the UistWind business plan based on the most recent operational model projections, community benefit fund distribution plans as per the updated community investment plan and considering prospects to enhance the longevity of the wind farm e.g., via repowering.
- Financial management, including book keeping duties such as invoices and payments according to the scheme of delegation, updating cashflows and the operational model, supporting UistWind in maintaining prudent reserves according to its reserve policy, working with the accountants to produce bi-annual statements and quarterly VAT returns, reporting to the lenders, and liaising with the accountants, Treasurer and auditors for the annual accounts, including any information required by the Financial Conduct Authority.
- Technical oversight of the project alongside the Technical Lead on the Management Committee to maximise generation and profits, including of contractual arrangements (such as the asset management contract), site maintenance and repairs, monitoring performance via SCADA and technical reports, quarterly meter readings, network works, outages or opportunities, Power Purchase Agreement opportunities, supporting ad-hoc curtailments and minor on-site repairs when necessary. Line management of the first responder.
- Act as Health and Safety competent person to ensure all duties and responsibilities are performed in line with statutory Health and Safety Regulations and embedding a strong health and safety culture in everyday practices.

3.3 Other tasks

- To support and progress community projects identified as priorities within the NUDC Development Plan, including sourcing and drawdown of funding, and the writing of reports as required by funders.
- The assessment and distribution of the Community Benefit funds arising from the North Uist Community Wind Farm.
- To develop and construct information boards at the UistWind site for a guided walk and the completion of the 'naming of the turbines' activities in 2023/2024.
- Maintaining and organising records, files and databases virtually and on paper.
- Organising the UistWind Annual Members' meeting with the Secretary and providing any associated information for the meeting papers.
- Ensuring the UistWind operational plan, obligations matrix and risk register is up-to-date and the lenders are kept fully informed with any changes, challenges and updates.

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- To assist with further development of the old Lochmaddy School as an Environment Centre
 - To assist with the maintenance and updating of the NUDC and UistWind website and social media pages.
 - To manage the operational needs of UistWind and NUDC including reporting to and supporting the secretary to produce the minutes for the NUDC board meetings and the Uist Wind Management Committee meetings.
 - To represent the interests of NUDC and the local community on a number of external organisations including the Uibhist a Tuath 's Bearnaraigh Economic Forum (UTBEF), Western Isles Generator meetings and the Uist and Barra Energy Forum.
 - Lobbying and development of consultation responses to support local sustainable development that supports the protection of the environment, its biodiversity, local culture and heritage and embeds circular economy and community wealth building practices while maximising generation opportunities and revenue for the benefit of the local community.
 - Implementing environmental and ethical considerations throughout operations.
 - To undertake any other duties and responsibilities that may be allocated by UistWind and NUDC from time to time.

3.4 Knowledge, skills and experience

Essential

- A high level of self-motivation and strong commitment to community development and community ownership.
- Strong negotiation skills, and an ability to adapt quickly to new requirements and opportunities.
- Effective partnership-building skills and practical experience of partnership working, especially with community groups and associated stakeholders.
- Demonstrable ability to understand, utilise and interpret complex technical & financial information.
- Demonstrable experience in contract and project management for complex projects.
- Degree level qualification in a relevant subject or equivalent relevant experience.
- Experience working with and supporting voluntary trustees.
- High quality communication, coordination and facilitation skills.
- Excellent attention to detail and organisational skills.
- Strong IT competence (Word, Excel, websites, social media, email, PowerPoint) and comfortable with remote working communication technologies and practices.
- Able to be based in Uist.
- Flexible and adaptable to meet business needs such as evenings and weekends as required.
- Must have access to own vehicle and be able to evidence appropriate insurance for business use (or be willing to acquire such prior to starting the role).

Desirable

- Demonstrable experience of inclusive, considered leadership.
- Line management experience.
- Three years' experience in a similar role or a role with relevant transferable experience.
- Renewable energy experience and/or community energy experience.
- Knowledge of the roles and structures of organisations engaged in development and service delivery in the Highlands & Islands.
- Ability to speak Scottish Gaelic.