



**Job Title:** Community Development Officer  
**Location:** Highland  
**Hours:** Full or Part Time (20 hours)  
**Contract:** Fixed term until 31 March 2026 with possible extension subject to funding  
**Reports to:** Senior Project Officer  
**Salary:** £30,000 per annum (PT pro rata)

## **BACKGROUND AND PURPOSE OF THE ROLE**

The Highlands & Islands Climate Hub is fully funded by the Scottish Government and is one of a network of Climate Action Hubs established across Scotland to offer networking, support and encouragement of community led climate action. The vision for the Hub is to support and empower communities to develop local solutions to make the transition to net zero and climate resilient living through empowerment and capacity building in communities throughout the region.

The Hub has been operating since September 2021 and is a membership organisation supporting communities across Highland and the Northern Isles of Orkney and Shetland. The vision of the overall Hub Programme defined by Scottish Government is A network of climate action hubs providing a vehicle for communities to come together and engage in collective climate action, supporting the just transition to net zero and climate resilient living, and driving wider change.

## **Main Outcomes of Climate Hubs 2025-26**

- Community-level action across Scotland contributes to building Scotland's climate resilience
- Community- level action across Scotland contributes to reducing Scottish GHG emissions
- Communities are shaping policy that promotes adaptation to and mitigation of climate change
- Community-level climate action is equitable and inclusive
- Hubs bring people and organisations acting on climate change together across Scotland, to strengthen the collective voice and take action towards a shared vision
- Local innovations have the potential to be scaled up or replicated to prove more widespread climate benefits

## **JOB PURPOSE**

The role of Community Development Officer will be to contribute towards the delivery of the Highlands & Islands Climate Hub CIC successfully for the Scottish Government. The role will support communities throughout the region to collaborate, network and assist community

groups in design, development and delivery of community led climate action projects. Signposting, networking and taking a proactive approach to join people and communities together.

## **LOCATION**

The role will support communities in the Highland Local Authority area. You may be based anywhere in Highland but must reside within the Highland Council local authority ward area. Home/remote working with travel throughout the region required.

The Hub holds regular staff meetups which may be at our Inverness or Thurso office, and there would be a further expectation to attend national Hub Gatherings.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Connect with communities and community organisations to understand the issues and barriers encountered and levels of climate crises awareness
- Research and prepare guides on examples of best practices for community led climate action projects
- Assist community groups and organisations on design, development and delivery of climate action projects, including through engagement and data collection to gain the funding, support and collaboration to achieve the project aims
- Promotion of any grant programmes operated by the Highlands & Islands Climate Hub. Advising community groups and organisations on the support available through our grant programmes.
- Follow up and liaise with community groups and communities in receipt of grants and support from the Highlands & Islands Climate Hub to form case studies, resources on best practice and identify potential collaborations and scaling-up of projects
- Empower, encourage and support communities across the area to contribute to policy at both local and national level on climate change, environmental and social issues. Liaise with key strategic partners and stakeholders locally, regionally and nationally.
- Help build capacity within communities through the delivery of training, events, peer to peer learning, networking and training events
- Widen participation by engaging new communities and strengthening existing climate action activity
- Represent the Highlands & Islands Climate Hub within key networks including specifically in Highland, Community Planning Partnerships and other strategic community-based networks
- Contribute towards the Highlands & Islands Climate Hub strategic thematic workstreams
- Provide quality monitoring and evaluation and regular reporting on progress to the Hub's CRM and Project Management systems
- Liaise with the Hub Comms and Senior Team to ensure consistent brand messaging, alignment of outreach strategies with community initiatives, and provide valuable insights for effective communication with target audiences
- Any other tasks as required to contribute to delivery of the Hub core functions

## **ESSENTIAL KNOWLEDGE & EXPERIENCE**

- Experience of community development and ideally in relation to climate change
- Knowledge of one or more of the following themes; Energy (community energy projects including community ownership), Circular Economy, Land Use and Biodiversity, Adaptation and Resilience
- Knowledge of the community organisations in Highland and the structures that exist at community level including Community Planning Partnerships and the nature of work across the community and voluntary sector
- Knowledge of climate change environmental and social issues and the challenges that this poses to communities throughout Highland
- A good track record in generating new ideas and innovative approaches to community development and empowerment

## **SKILLS AND ABILITIES**

- Ability to connect and foster collaborative and empowering working relationships with community groups, public and third sector partners
- Flexibility and a proactive attitude with the ability to motivate and empower others
- Good time management and organisational skills
- Excellent attention to detail and accurate record keeping
- Demonstrating a commitment to continuous professional learning and development to enhance and maintain a comprehensive skillset
- Passionate about climate change, climate and social justice and the empowerment and power of communities
- Able to work under own initiative and as part of a team

## **QUALIFICATIONS**

Demonstratable experience and/or qualification in sustainability and climate change, community development, community planning, social policy, social science or a related field.

## **EQUAL OPPORTUNITIES**

Highlands & Islands Climate Hub is an equal opportunity employer. Please tell us if you have access needs for the recruitment process and we will try to meet your needs.

## **ADDITIONAL REQUIREMENTS**

Regular travel within highland is an essential element of working for the Hub. Further travel to national events and opportunities are required/available less frequently. This requirement can lead to occasional overnight stays. All business-related travel and accommodation costs covered by the employer. Staff are expected to access reliable public transport and/or hold a current driver's license and be willing to include business use on their insurance policy.

A PVG check will be carried out and must be passed.

All offers of employment are subject to satisfactory references first being obtained. Referees will be contacted following conditional offer of employment at interview stage.