

Senior Technical Officer

Community Energy Scotland

Recruitment Application Pack

2025



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1. INTRODUCTION

Community Energy Scotland is recruiting for a **Senior Technical Officer** with experience of all aspects of technical project delivery, including scoping of technical work, writing bids and tenders, managing client relationships, overseeing and providing expert input into technical content creation, and delivering outputs on time and to budget.

The role will be part of a wider technical team that delivers the technical aspects of several of Community Energy Scotland's projects, as well as stand-alone technical work such as feasibility studies and options appraisals. This new senior role requires an energetic, well organised self-starter.

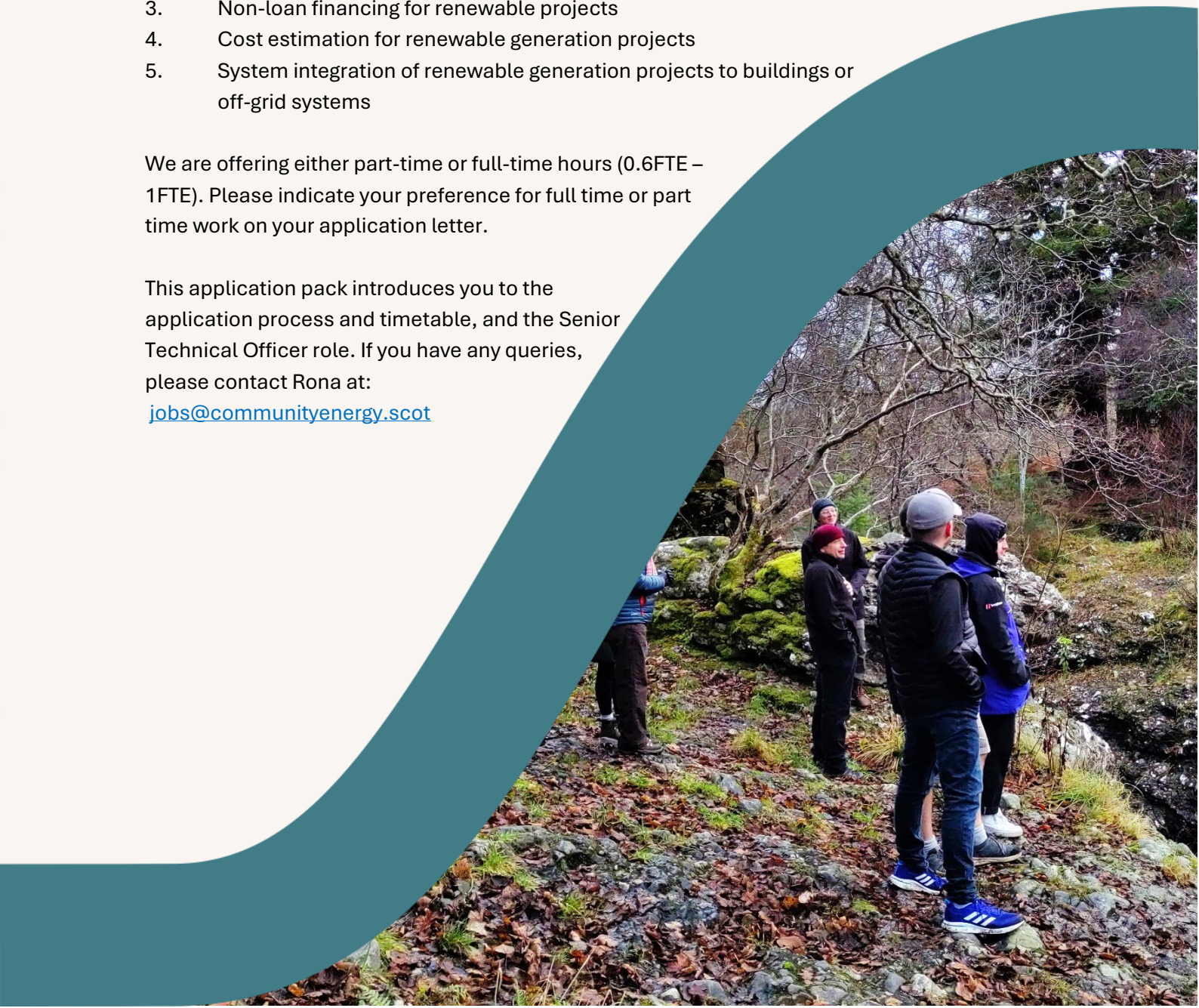
We are particularly looking for candidates who can demonstrate experience and skills **in at least two** of the following areas:

1. Grid assessments
2. Development of 30-50MW renewable generation projects
3. Non-loan financing for renewable projects
4. Cost estimation for renewable generation projects
5. System integration of renewable generation projects to buildings or off-grid systems

We are offering either part-time or full-time hours (0.6FTE – 1FTE). Please indicate your preference for full time or part time work on your application letter.

This application pack introduces you to the application process and timetable, and the Senior Technical Officer role. If you have any queries, please contact Rona at:

jobs@communityenergy.scot



2. THE APPLICATION PROCESS

2.1. Timetable

The timetable for the application process is as follows:

10am, Monday 15 th December	Deadline for receipt of application by email to jobs@communityenergyscotland.org.uk
5pm Monday 15 th December	Applicants informed whether they have been short-listed for interview and about the interview format
Week of the 15 th December	Interviews conducted via MS Teams
22 nd December	Applicants informed whether they are successful

2.2. How to apply

Applicants should submit a cover letter and CV to jobs@communityenergy.scot by **10am on Monday 15th December 2025**. 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@communityenergy.scot 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 Community Energy Scotland 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 Community Energy Scotland 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. WORKING FOR CES

3.1. Community Energy Scotland

- Incorporated in 2007, Community Energy Scotland's charitable objects are community development, environmental protection and the prevention and relief of poverty. Community Energy Scotland 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.
- Community Energy Scotland is a membership based organisation with over 450 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. Community Energy Scotland's core values are:
- Trust: Trust is fundamental to how staff and the volunteer Board work together as a team in pursuit of Community Energy Scotland'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.

3.1.1. Working for Community Energy Scotland

Community Energy Scotland currently has 33 members of staff based all over Scotland.

In our Staff Satisfaction Survey in 2025 when asked what they liked best about working for Community Energy Scotland, staff gave the following feedback:

- "My values and CES' values align strongly and I feel like I have the opportunity to make a difference with my work."
- "The culture of inclusion and care of the staff."
- "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."



3.1.2. Community Energy Scotland Staff Benefits

- 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 and 30 days after 5 years of service.
- Access to office space or £1044 per annum (pro rata) home working allowance
- Car journeys for work are reimbursed at £0.45 per mile.
- Generous Maternity Pay - employees may take up to 26 weeks ordinary maternity leave and 26 weeks additional maternity leave making a total of 52 weeks. This is irrespective of length of service or hours worked. An employee who has completed at least one year's continuous service 11 weeks before the Expected Week of Childbirth will be entitled to 26 weeks salary, i.e. full pay together with any increases or bonuses due, during this period. The employee will also be entitled to a further 13 weeks Statutory Maternity Pay (SMP) at the standard rate in place at the time.
- Paternity/Adoption Leave, Miscarriage, Parental Bereavement and Compassionate Leave
- Flexible working culture which promotes a work life balance and includes option for compressed hours
- **5 days** pro rata for a full time member of staff on a year's contract can be spent on training or studying and each full-time staff member of Community Energy Scotland who has been with CES for six months, or has a year's contract or more with CES, in principle has a budget of up to **£350** per annum (pro rata to the Financial year) to spend on training.
- Two team in-person meetings and two online team events annually

- Sick pay entitlement:

Length of service	Full Pay Allowance	Half Pay Allowance
Less than 1 year	4 weeks	4 weeks
After 1 year	4 weeks	4 weeks
After 2 years	9 weeks	9 weeks
After 3 years	14 weeks	14 weeks
After 4 years	19 weeks	19 weeks
5 years or more	26 weeks	26 weeks

- Electric Vehicle Salary Sacrifice Scheme
- Staff are allowed up to 1 day of paid leave annually to participate in voluntary activities during working hours

4. JOB DESCRIPTION

- £35,156 per annum (pro rata). Progression from starting salary is reviewed annually from 1st April, and subject to satisfactory performance and Community Energy Scotland's financial status
- Fixed term appointment, initially for 1 year, with opportunity for extension.
- Full Time/Part Time Post (we are open to discuss part-time hours from a minimum of 21 hours to full-time at 35 hours per week).
- Some travel to other areas in Scotland is likely to be required, while keeping our carbon footprint down following Community Energy Scotland's environmental policy
- Line Managed by CES Head of Trading

4.1. Overall Purpose

- To support the Technical Director and Technical Manager to increase the capacity and expertise of Community Energy Scotland's Technical Team
- To take responsibility for scoping and delivery of a range of technical projects to the highest possible standard.
- To support with project development and preparation of bids and tenders for projects that further the aims of Community Energy Scotland

4.2. Main Tasks

Your role will be to deliver the following tasks:

- Working with the Head of Development and the technical team to suggest opportunities for innovative projects, identify open calls and tenders, and develop bids, tenders and proposals for technical work, including detailed scoping of stand-alone technical work and technical aspects of wider projects.
- Taking a lead role in delivery of technical projects assigned by the Technical Manager, including managing client relationship and expectations, creating a project delivery plan, assigning tasks to the delivery team and overseeing quality assurance to ensure that projects are delivered on time and to budget.
- Providing technical input and expertise for a variety of Community Energy Scotland projects and activities including policy and advocacy work.
- Ensuring excellent administration and data management, including updating and organizing all relevant folders, timely reporting and updating all personal timesheets. Ensuring that all data collected, used or shared by Community Energy Scotland is processed and stored in accordance with relevant regulations and internal policies.
- Manage and contribute to research, feasibility studies and reports and presentations on technical subjects and ensure these are all in plain English and accessible to all of Community Energy Scotland's members.
- Taking a collaborative approach to working and encouraging knowledge sharing and mentoring (where appropriate) across the team



- Proactively identifying any issues during project delivery and proactively providing suggestions as to how these could be addressed.
- Mentoring junior staff and increasing the level of technical skill throughout the technical team

4.2.1. Management Duties

- The post is not expected to include line management responsibilities, but may do in the future in discussion with the post-holder

4.2.2. Administration

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

4.2.3. Other Tasks

- Acting as a positive ambassador for Community Energy Scotland, representing the organisation at events and ensuring all activities are performed in a way that is in line with the organisational vision and mission.
- Engaging with the communications team to provide regular updates about projects for social media and websites to help raise the profile of the organisation and community energy.
- Ensure relevant consistent branding across all CES communications.
- Provide regular appraisal of technical project deliverables to CES, attend project team meeting and full team meetings, preparing feedback. Support the CES development team to secure increased funding and support for technical 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
- Maintain a safe working environment ensuring your own personal safety and the safety of others
- Undertake other duties as may be required from time to time by the CEO

5. 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.

5.1. Essential Knowledge, Skills & Experience

- A high level of self-motivation and strong commitment to Community Energy Scotland, its ethos and purpose
- Degree level qualification in a relevant subject or equivalent relevant experience
- At least four years of experience working in a similar role/sector such as community energy, renewable energy project development and management or energy consultancy
- A high level of self-motivation and commitment to Community Energy Scotland, its ethos and purpose
- Commitment to community empowerment, climate justice, and an equitable energy transition
- Experience of project and budget management.
- Experience of scoping technical work and developing bids and tenders.
- Excellent technical skills and experience including delivery of feasibility studies and technical appraisals and expertise in **at least two** of the following areas:
 - Grid assessments
 - Development of 30-50MW renewable generation projects
 - Non-loan financing for renewable projects
 - Cost estimation for renewable generation projects
 - System integration of renewable generation projects to buildings or off-grid systems
- Excellent communication skills, including report writing, presentation skills and the ability to communicate complex technical information in an accessible and engaging manner to a wide range of audiences
- Ability to translate technical work into tangible impacts for places and people, including capacity building of community organisations
- Ability to manage, motivate and coordinate multi-disciplinary teams
- A demonstrable ability to adapt quickly to new requirements and opportunities.
- Excellent time management and the ability to prioritise a number of tasks and projects.
- Ability to build, maintain and work effectively in high-performing teams

5.2. Desirable Knowledge, Skills & Attributes

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

- Energy storage technologies, including thermal storage as well as electrical storage.
- Transport technologies including charging infrastructure, electric vehicles and e-bikes.
- Low carbon heat technologies and district heating and assessing heat loads.
- Planning policy and buildings regulations and best practice standards including energy efficiency of fabric and inclusion of low carbon technologies
- UK energy system and SMART grids, including compiling and analysing energy demand and energy generation profiles and assessing impact on the grid.

- Climate & carbon accounting
- Environmental impact assessments.
- Data collection and analysis techniques, including statistical analysis software and/or coding.
- Experience with regulatory frameworks such as __, planning consents, and environmental permitting.
- Proficiency in relevant software tools, such as __, GIS, Python for data analysis.
- Experience with community engagement and stakeholder consultation in technical project contexts.
- Knowledge of procurement processes and public sector funding mechanisms.
- Detailed knowledge of and/or demonstrable practical experience of community energy development
- Experience of contract management and working with subcontractors
- Understanding of data collection and management, including data protection legislation.
- Good knowledge of health and safety standards and quality assurance mechanisms.

