CARES Community Energy Launchpad Officer/Assistant

Community Energy Scotland

Recruitment Application Pack

Community Energy Scotland

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1. INTRODUCTION

Community Energy Scotland is recruiting three Assistant Project Officers or Project Officers (post assigned dependent on skills and experience, with responsibilities allocated accordingly to the successful candidates) for the post of CARES Community LaunchPad Officer/Assistant Officer. The new officer needs to be able to work and travel near to the following host Climate Hubs CES is working with:

- Highlands and Islands, ideally based in or around Inverness.
- Perth and Kinross, ideally based near Perth.
- Dumbartonshire

We are looking to recruit energetic, well-organised and self-motivated individuals to support communities to build their capacity, develop new community energy project ideas and work alongside them to apply for funding and deliver projects. Training as required, personal development opportunities, and support will be provided by Community Energy Scotland.

We are offering either part-time or full-time hours (0.8FTE – 1FTE). We are happy to consider secondments.

Please indicate in your application letter whether you are applying for the Project Officer or Assistant Project Officer position and if you would prefer full-time or part-time.

Priority will be given to applicants who can start as soon As possible. This application pack introduces you to the application process and timetable, and the Project Officer role. If you have any queries, please contact: jobs@communityenergy.scot

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2. THE APPLICATION PROCESS

2.1. Timetable

The timetable for the application process is as follows:

5pm on Tuesday 13th October	Deadline for staff to submit an expression of interest
Wednesday 21st October	Applicants informed whether they have been short-listed for interview and about the interview format
Week of the 26th October	Interviews conducted via MS Teams
30th October 2026	Applicants informed whether they are successful

2.2. How to apply

Applicants should submit a cover letter and CV to jobs@communityenergy.scot by **5pm on Tuesday 13th October 2026**. The cover letter should provide the following information:

- Personal & contact details
- A brief explanation of your interest in Community Energy Scotland and the post
- A brief explanation of how you meet the person specification.
- An indication of whether you are applying for the Officer or Assistant Officer position
- Which Climate Hub area you would like to work with
- An indication of when you'd be able to start, or how long your notice period is
- 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.

2.1. Data & Privacy

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

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- Photographs (e.g. staff ID card)
- Copies of proof of address documents (e.g. bank statements or bills)

- Details of any criminal convictions (e.g. 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 400 Members across Scotland and is open to non-profit-distributing community groups to join. Community Energy Scotland' 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.

3.2. Working for Community Energy Scotland

Community Energy Scotland currently has 34 members of staff based all over Scotland.

In our Staff Satisfaction Survey in 2026 when asked what they liked best about working for Community Energy Scotland, staff gave the following feedback:

- "I like the flexibility of CES and all the staff are very friendly and helpful, keen to work together as a team."
- "The work culture. The work/life balance feels nice and I really enjoy working with people in CES."
- "My colleagues, the emphasis on staff wellbeing and support, and the flexibility."
- "The people, the ethos, colleagues' drive and passion for what CES does, a unique and special place to work."
- "I think now more than ever has been an exciting time to be part of the organisation, so much is going on within the field and the team is growing. There is a lot of motivation, and we collectively work to support each other. I feel like I have a good work/life balance."
- "CES highly values work-life balance. I don't feel that I am put under pressure to work late/extra which I know can happen in other organisations."
- "Being part of a lovely team of folk and working with communities."
- "That we have a lot of respect for each other and our members."

- “I enjoy the projects I'm on and find the work rewarding and interesting. It’s nice to have a degree of choice on the projects I'm going to be working on as well. Also, the people I work with within CES are great to work with. The flexibility currently offered is great and is one of the other really good things about CES.”

3.3. 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 £1,151.88 per annum (pro rata) home working allowance
- Car journeys for work are reimbursed at £0.55 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 Community Energy Scotland for six months, or has a year's contract or more with Community Energy Scotland, 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

3.1. CARES Community Energy LaunchPad

More information on CARES Community Energy LaunchPad can be found here on our website https://communityenergy.scot/projects/launchpad/

4. JOB DESCRIPTION

- £32,300 per annum (pro rata of 35 hours per week full time) for a Project Officer role
- £28,330 per annum (pro rata of 35 hours per week full time) for an Assistant Project Officer role
- Fixed-Term work until 31st March 2027 with possibility of extension subject to confirmation of further project funding.
- Full Time/Part Time Post (we are open to discuss part-time hours from a minimum of 28 hours to full-time at 35 hours per week) with potential for job shares and/or flexible working as per the CES Flexible Working Policy.
- Progression from starting salary is reviewed annually from 1st April, and subject to satisfactory performance and Community Energy Scotland's financial status
- Line managed by CES CARES LaunchPad Manager
- We are looking for three candidates, most likely based in the following areas:
  - Highlands and Islands, ideally based in or around Inverness
  - Perth and Kinross, ideally based near Perth
  - Dumbartonshire
- Regular travel to visit communities within your area will be required. 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
- Candidates will be expected to work at least one day per week within agreed climate action hubs. On the days when they are not working at those hubs or visiting community groups the work is suitable for home working or alternative office space or co-working space can be secured if required.

4.1. Overall Purpose

As part of a team of CARES Community LaunchPad Officers, you'll build the capacity of community groups within your allocated geographical region to develop community energy projects. The Project Officers will be able to share learnings with each other and draw on the support of expert teams within Community Energy Scotland and its partners.

4.2. Main Tasks

Your role will be to deliver the following tasks within the allocated region:

- Proactively mapping and reaching out to community groups that may be interested in taking forward sustainable energy projects using CARES funding
- To proactively and reactively provide support and advice to community groups across the region
- Develop and deliver workshops to raise awareness of community energy
- Attend local and national events, set up and attend to information stalls and delivering short presentations about support on offer.

- Provide one to one support to community groups to identify opportunities for community energy projects and undertake community engagement
- Assist community groups in hosting consultation events and surveys to identify local aspirations and priorities
- Carry out early-stage options appraisals to help groups narrow down their options
- Coordinate knowledge transfer, enabling peer support from other organisations and practitioners across Scotland, and building the understanding and capacity of groups to enable them to take their own projects forward.
- Support local communities in creating development plans for community energy projects
- Support community organisations to identify suitable sources of funding to take forward community energy projects and support them to gather relevant information and data and develop CARES funding applications.
- Refer community groups to other sources of support and information – including signposting to DTAS for governance support and LES for further support.
- Identify skills gaps in the community and support the community to upskill or find people within the community who can fill the role
- Undertake desktop research to identify local priorities and needs related to energy
- Meet with and build good relationships with external stakeholders in the local community, such as climate action hubs, public bodies or Third Sector Interfaces, to discuss partnership working to support community groups

4.3. Administration

- Keep detailed records of all engagement with community groups
- Support the Project Manager with collating data, tracking progress towards key project milestones and compiling project reports.
- Update the Community Energy Scotland database and project specific spreadsheets on a regular basis.
- Liaise with the membership officer to encourage all new community groups engaged with to join Community Energy Scotland as members.
- To keep all personal work records up to date such as annual leave requests, My Hours and Monday.com

4.3.1. 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 Community Energy Scotland team
- Providing photographs and updates to the Communications Officer for use on social media and the website.
- Maintain a safe working environment ensuring your own personal safety and the safety of others.
- Act as an ambassador for Community Energy Scotland, promoting Community Energy Scotland in a positive manner.

- Ensure relevant consistent branding across all CES and funder communications.
- 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. CES and the Development Trust Association (DTAS) will provide expertise and guidance on the following topics to support the new Project Officers, however applicants will be expected to demonstrate some of their own knowledge on either technical or governance aspects of community energy:

- Technical aspects of community energy projects
- Governance (relevant to the Third Sector)
- Distribution of community benefits funds
- Democratic finance
- Shared ownership models

5.1. Essential Knowledge, Skills & Attributes

- A high level of self-motivation and strong commitment to Community Energy Scotland, its ethos and purpose
- A commitment to diversity and inclusion and achieving a Just Transition in Scotland.
- Knowledge of sustainable energy technologies such as renewable electricity, low-carbon heat, sustainable transport or energy efficiency.
- Knowledge of the process of and challenges for communities in deploying sustainable energy projects.
- Understanding of community development and community engagement processes.
- Excellent written and verbal communication skills, with an ability to adapt communication styles to different audiences including individuals, community groups, government agencies and private developers
- Strong negotiation skills, and an ability to adapt quickly to new requirements and opportunities
- Effective partnership-building skills and practical and experience of partnership working, especially with community groups
- High-quality IT and administration skills, including the use of Excel and data management.
- Creative thinking and problem-solving skills
- Demonstrable ability to understand and explain complex technical & financial information for new audiences.
- Ability to build, maintain and work effectively in high-performing teams
- Ability to prioritise work and meet deadlines

5.2. Essential Experience

- A minimum of three years (Project Officer role) or one year (Assistant Project Officer role) of experience of working or volunteering in a related role, e.g. with community organisations and in community development or in renewable energy projects.
- A degree in community development, renewable energy or other relevant qualification or equivalent commensurate experience.

- Ability to use Microsoft Excel and databases for creating spreadsheets, formatting cells and organizing data.
- Ability to use Microsoft Word and Canva for creating and formatting documents and reports.
- Good IT skills

5.3. Desirable Knowledge, Skills & Attributes

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

- Detailed knowledge and demonstrable practical experience of community energy development
- A track record of working in and in partnership with development trusts and/or other grassroots community member-based development organisations.
- Good understanding of inclusion and dignity in a charity setting both internal to Community Energy Scotland, and with our prospective clients/partners
- A full driving license
- Experience of monitoring & evaluation and reporting
- Good understanding of the provisions of the General Data Protection Regulation and be able to apply these within the organisation
- Experience of seeking funding and applying for it.

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