



Heat Network Development Coordinator

Salary: £37,000 pro rata (0.4 to 0.6 FTE)

Working pattern: 2–3 days per week depending on candidate’s preference (Fixed-term contract for one year initially, with anticipated extension for up to 9 years, subject to funding and project development). This is a job-share position. Working days are flexible by agreement with a level of availability on Fridays required.

Location: Edinburgh – Home-based, flexible, with access to office facilities and regular meetings within the Portobello and Craigmillar areas.

Deadline: 6th August 2026, 23:59.

To Apply: Please send CV, Cover letter and Equal Opportunities Monitoring form to portycommunityenergy@gmail.com

About Porty Community Energy

Porty Community Energy (PCE) is a charitable company working to support a fair and inclusive transition to low-carbon energy while strengthening community resilience.

PCE has been working in the Portobello and Craigmillar areas for the past five years and has recently secured long-term funding through the Edinburgh Regenerative Futures Fund to support the development of a community-led heat network and associated community engagement activities.

Working in partnership with Lothian Heat CIC and local stakeholders, PCE aims to develop a heat network that delivers environmental, social and economic benefits while ensuring residents are meaningfully involved in shaping the future of local energy infrastructure.

About the Role

PCE is seeking a Heat Network Development Coordinator to support the planning and development of a community-led heat network in Craigmillar and Portobello.

This is an exciting opportunity to help deliver a pioneering local energy project that contributes to decarbonisation, energy resilience and community wealth building. The project aims to connect existing homes and involve residents in decision-making, building on pre-feasibility and early engagement work that highlighted the importance of transparency, communication and community participation.

Working closely with the existing Project Coordinator, who leads project management, community engagement, stakeholder relationships, marketing and operations, the successful candidate will provide complementary expertise in business development, finance, governance, policy, procurement and the commercial development of the heat network project.

This role is part of a project that aims to increase participation of people who have experienced poverty and/or racism. We are committed to building a diverse and inclusive team and we particularly welcome applications from Black people, People of Colour, and those who are underrepresented and who are passionate about building a more inclusive energy sector.

Key Responsibilities

Commercial Development, Finance and Investment

- Lead the development of business models, financial plans and investment propositions for a community-led heat network.
- Support the establishment and development of appropriate ownership, governance and operating structures, including the potential creation of a community energy company.
- Identify and assess funding opportunities, grants, loans and investment mechanisms.
- Develop relationships with potential investors, funders and strategic partners.
- Support the preparation of business cases, investment proposals and funding applications.
- Contribute to financial modelling, investment readiness and long-term financial planning.
- Explore opportunities for community ownership, revenue generation and community wealth building through the heat network.

Strategic Development and Heat Network Planning

- Support the strategic development of the community-led heat network programme, building on existing feasibility and community engagement work.
- Coordinate specialist consultants and advisors as required.
- Review and interpret technical, financial and feasibility reports to support informed decision-making.
- Monitor developments in heat network policy, regulation, technology and market opportunities.

- Ensure project development activities align with community priorities, financial viability and project objectives.

Policy, Advocacy and Partnerships

- Monitor relevant policy and regulatory developments affecting heat networks, housing, retrofit and community energy.
- Engage with local and national policymakers, public bodies and sector organisations.
- Support advocacy and influencing activities that advance community-led heat network development.
- Manage and coordinate the Residents' Panel and Expert Advisory Group, ensuring effective engagement, communication and knowledge exchange between community representatives, experts and project partners.
- Build relationships with housing providers, local authorities, utilities, investors and strategic partners.
- Build strong relationships with residents, businesses and service providers within the local community.

Procurement, Governance and Legal Coordination

- Support procurement of consultants, contractors and specialist services.
- Assist with contract management and procurement compliance.
- Coordinate legal, governance and organisational development workstreams, including ownership, operating and partnership models.
- Liaise with legal advisors, procurement specialists and professional consultants where required.

Project Delivery and Organisational Support

- Work collaboratively with the Project Coordinator to ensure delivery against project objectives, milestones and funding requirements.
- Maintain accurate records of project activities and finances in line with PCE governance requirements and funder reporting obligations.
- Produce regular written and verbal updates on progress, opportunities, risks and emerging ideas for monthly PCE Director meetings.
- Contribute to risk management, reporting, monitoring, evaluation and programme planning.
- Represent PCE at meetings, workshops, conferences and sector events.
- Contribute to the wider work of PCE and collaborate with colleagues across other organisational projects where appropriate.

Person Specification

Essential Knowledge and Experience

- Experience in business development, commercial development, organisational development or project development.
- Strong financial and commercial literacy, including business planning, budgeting, financial modelling, fundraising or investment development.
- Experience developing funding applications, business cases or investment propositions.
- Understanding of governance structures, social enterprises, community businesses, cooperatives or similar organisational models.
- Knowledge of public policy, regulation and political processes relevant to energy, climate action or infrastructure development.
- Experience supporting procurement processes and working with legal or contractual frameworks.
- Strong analytical, research and problem-solving skills.
- Excellent communication and relationship-building skills.
- Ability to work collaboratively with a wide range of stakeholders, including community members, public bodies, partners, consultants and investors.
- Ability to manage multiple workstreams and priorities independently.

Desirable

- Knowledge of heat networks, community energy, low-carbon energy systems or energy infrastructure projects.
- Understanding of housing, retrofit, building performance and decarbonisation.
- Experience working with local authorities, housing associations or public sector organisations.
- Knowledge of heat network policy and regulation in Scotland.
- Experience in social enterprise, cooperative development or community-led development.
- Familiarity with energy modelling, carbon accounting or infrastructure feasibility studies.
- Understanding of community wealth building and just transition principles.

Personal Qualities

- Strategic thinker with a systems approach.
- Comfortable working in an innovative and evolving project environment.

- Strong communicator able to engage with both technical and non-technical audiences.
- Self-motivated, proactive and solutions-focused.
- Collaborative and relationship-oriented.
- Commitment to community-led approaches, climate action and social justice.

Reporting and Working Relationships

The postholder will work alongside the Project Coordinator, providing complementary expertise in business development, finance, governance, policy and strategic project development. Together, the two roles will lead the successful development of the community-led heat network programme.

The postholder will report to the PCE Board of Directors and will be expected to provide regular progress reports, maintain project records and attend monthly evening Director meetings.

The postholder will work within a team of PCE Project Coordinators across a range of community projects (active travel, solar, sea health, accessibility) and will contribute to the wider development of the organisation where appropriate.

Pay and conditions

Pay: 37,000 pro rata (0.4 or 0.6 FTE as per preference)

You will be paid on a monthly basis by BACS.

Holidays: 11.2 days (working 2 days per week) or 16.8 days (working 3 days per week)

Pension: 6% employer's contribution

Deadline: 6th August 2026, 23:59.

To Apply: Please send CV, Cover letter and Equal Opportunities Monitoring form to portycommunityenergy@gmail.com

Applicants will be notified by Friday 14th August

Interviews: Tuesday 18th/Wednesday 19th August 2026

For more information contact Ellen Grünewald at ellen@portycommunityenergy.org



Porty Community Energy
Charitable Company Ltd by Guarantee
Companies House Number: SC681414
Scottish Charity Number: SC054271
www.portycommunityenergy.org