

SelkirkRegeneration

Selkirk Local Energy Club Project Manager: Job Description

Salary: circa £38,000 FTE pro rata (£19,000 for 0.5FTE)
Reporting to: Selkirk Regeneration (SCIO) Board of Trustees
Location: Selkirk, Scottish Borders
Hours: 20 hours per week (0.5FTE)
Contract: part-time, fixed term (6 months funded initially)
Closing Date: Friday 25th August 2026, 12 noon

Selkirk Regeneration SCIO

Selkirk Regeneration (SR) is a community charitable organisation with a broad remit to support the social, economic and environmental prosperity of Selkirk and its environs (TD7 postcode area). We have several well-established projects including developing a Local Place Plan with the community, delivery of the Sustainable Borders energy advice service and managing a community pop-up shop in Selkirk High Street. We have investigated options for various community-owned renewable energy projects, including wind, solar and hydro, and most recently have led a feasibility study into a Local Energy Club as the most viable project in current circumstances.

Selkirk Local Energy Club

The Selkirk Local Energy Club is a proposed community-led pilot that aims to help Selkirk make better use of renewable electricity generated locally. The club will use both domestic and business rooftop solar electricity generation to supply electricity to local households and businesses and community buildings on a local electricity tariff.

In simple terms, the model links local renewable generators with local households, businesses and community buildings that use electricity. The electricity still flows through the national energy grid, so members do not need a new physical connection to the generator. Instead, the Local Energy Club uses a commercial and billing arrangement to match local generation with local demand. When local renewable electricity is generated and used by participating members, members benefit from lower energy bills, while generators can receive a fairer return than standard export arrangements.

With external independent technical support, we have examined the feasibility of the project and developed a business plan; both demonstrate that this can be a realisable and viable scheme. Our next step is to establish a pilot scheme to convert this exciting vision into reality. We believe this will be the first distributed rooftop solar energy scheme in the Scottish Borders and will create a model that can be widely replicated by other communities.

The pilot will focus on moving from feasibility into live operation. This will involve commencing supply to participating members and monitoring the model over an initial 6-12 month period. The pilot will capture data on local electricity matching rates, bill savings, generator revenues, export performance, administrative costs and operational learning.

This evidence will be used to confirm that the Local Energy Club is technically, commercially and administratively viable, and whether it could be scaled up to include more members, more generators and wider community benefit activity in future.

Job role

We are seeking an experienced Project Manager to help drive project realisation forward, working closely with our Trustees and partners.

The Project Manager will support the launch, coordination, and monitoring of the initial local energy pilot. The role will focus on community engagement, helping participating members and generators move into live supply arrangements, finalising contracts and agreements, establishing the Selkirk Local Energy Club CIC, tracking performance over the first 6 months, and capturing the evidence needed to assess whether the model can be refined or expanded.

The post is initially funded for 6 months through the Scottish Government's Community and Renewable Energy Scheme (CARES), with potential for extension depending on pilot progress, funding availability, and future project requirements.

Person Specification

Essential Criteria

Project Coordination and delivery

The successful candidate should have experience of coordinating small to medium-scale projects involving multiple partners, community organisations, or external stakeholders. They should be able to keep workstreams moving, track actions, maintain clear records, and support delivery against agreed milestones. They should be comfortable working in a practical delivery environment, where the role involves both administrative coordination and hands-on problem solving.

Community and stakeholder engagement

The Project Manager should be confident engaging with residents, community groups, businesses, project partners, and participating members. They should be able to define the pilot clearly and accessibly, respond to questions, and support participants through the early stages of involvement.

Experience of working with community-led projects, local energy initiatives, fuel poverty projects, community benefit schemes, or membership-based organisations would be particularly valuable.

Monitoring, data, and reporting

The Project Manager should be able to collect, organise, and interpret basic project performance data. This will include monitoring:

- electricity matching rates between local generation and participating demand
- bill savings for participating members
- revenue received by generators
- administrative time and costs
- operational issues and queries.

The Project Manager does not need to be a technical expert, but should be confident using spreadsheets, handling basic datasets, and turning information into clear written updates.

Understanding of local energy and community benefit

The Project Manager should have a good general understanding of community energy, local electricity supply, renewable energy, energy bill, or related low-carbon projects. They should understand the purpose of the pilot, not only reducing carbon emissions but also testing whether locally generated electricity can create financial and social benefits for the community.

Communication skills

The Project Manager should be able to write clearly for different audiences, including community members, funders, project partners, and steering groups. They should be able to prepare concise progress

updates, meeting updates, meeting notes, monitoring summaries, and end-of-period learning reports. They should also be confident presenting information verbally in meetings or community settings.

Organisational skills and independence

The role will require someone who can work independently, manage competing priorities, and take responsibility for day-to-day pilot coordination. They should be proactive, reliable, and able to identify issues early, particularly during the launch and first months of live operation.

Desirable Criteria

Experience in any of the following areas would be advantageous:

- Community energy, renewable energy, or local energy supply projects
- Working with community benefit societies, charities, local authorities, or development trusts
- Customer or member onboarding processes
- Monitoring and evaluation
- Energy billing, tariffs, metering, Power Purchase Agreements, or export arrangements
- Fuel poverty, local economic development, or community wealth building
- Rural or small-town community projects

Skills and Attributes

The successful candidate should be:

- Practical and delivery focused
- Confident working with both people and data
- A capable communicator with a wide range of stakeholders
- Able to translate technical or financial information into plain English
- Committed to community benefit, fairness, and local participation
- Able to build trust with residents, local organisations, and project partners.

Indicative Responsibilities

The Project Manager may be expected to:

1. **Support pilot launch** - Stakeholder engagement to encourage and confirm participants in the pilot scheme, including generator roof spaces, households and anchor load. Coordinate the practical steps required to commence supply to participating members, working with the project team, generator, licensed supplier, billing partner and community organisation as required.
2. **Participant support** – Help onboard participating members, respond to queries, maintain participant records and support clear communication around tariffs, savings, billing, and pilot expectations.
3. **Performance monitoring** – Track electricity generation, consumption, local matching, member bill savings, generator revenues, and export over the pilot period.
4. **Contracting processes** - Establishing heads of terms agreements and subsequently contracts, for each of the participatory elements of the scheme: roof leases, members, supply agreements and Power Purchase Agreements.
5. **Procurement** - Build on existing negotiations with a licensed electricity supplier to stage of appointment. Finalise arrangements with other delivery partners.
6. **Governance** - Establish constitution and organisational structure of the Selkirk Local Energy Club CIC. Work with SR trustees to establish the board of the CIC
7. **Financial and administrative tracking** – Monitor administrative costs, staff time, project expenditure and operational workload to understand the true costs of running the Local Energy Club model.

8. **Issue tracking and resolution** – Maintain a log of operational issues, participant queries, billing questions, data gaps, and process involvements.
9. **Reporting and learning** – Prepare regular progress updates and a pilot learning report summarising performance, benefits, challenges, and recommendations for scaling up.
10. **Support future development** – Use evidence from the pilot to help inform future funding applications, expansion to additional members or generators, and refinement of the governance and operating model.

Other

- Flexible working hours - some evening/weekend work may be required;
- Own transport will be required; low carbon forms of transport are encouraged;
- Home working will be expected, with IT equipment provided to facilitate this.

This is initially a 6-month contract that we hope to be able to extend, and possibly increase to full-time, subject to the outcomes of the pilot phase and securing continuation funding.

Why apply for this post?

This is a unique opportunity to build a community led energy supply scheme that will provide lasting social, environmental and economic impact.

How to apply

To apply, please send a CV (no longer than 2 pages) and a covering letter (no longer than 2 pages) showing how you match the essential and desirable criteria to: admin@selkirkregen.com Include your name in the subject line of the application email.

For an **informal conversation** about the role, contact: david@dbethune.com

To view the **Local Energy Club Business Plan**, see: <http://selkirkregen.com/wp-content/uploads/2026/07/Selkirk-Energy-Club-Business-Plan-v1.0.pdf>