

# Outer Hebrides Community Support Officer

**Community Energy Scotland**  
Recruitment Application Pack

2025



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# 1. INTRODUCTION

Community Energy Scotland is recruiting for cover for the post of Outer Hebrides Community Support Officer. We are looking to recruit an energetic, well-organised and self-motivated individual to work as part of a team delivering a variety of existing community energy projects. Technical training, personal development opportunities, and support will be provided as required by Community Energy Scotland.

This application pack introduces you to the application process and timetable and **the Outer Hebrides Community Support Officer** role. If you have any queries, please contact Rona at [jobs@communityenergy.scot](mailto:jobs@communityenergy.scot)



## 2. THE APPLICATION PROCESS

### 2.1. Timetable

The timetable for the application process is as follows:

10am, Monday 5 <sup>th</sup> January 2026	Deadline for receipt of application by email to <a href="mailto:jobs@communityenergyscotland.org.uk">jobs@communityenergyscotland.org.uk</a>
Wednesday 7 <sup>th</sup> January	Applicants informed whether they have been short-listed for interview and about the interview format
Week of 12 <sup>th</sup> January	Interviews conducted via MS Teams
16 <sup>th</sup> January	Applicants informed whether they are successful

### 2.2. How to Apply

Applicants should submit a cover letter, a copy of our CES Diversity Monitoring Form, and CV to [jobs@communityenergy.scot](mailto:jobs@communityenergy.scot) by **10am on Monday 5<sup>th</sup> January 2026**. The cover letter should provide the following information:

- Personal & contact details
- A brief explanation of your interest in Community Energy Scotland (CES) and the post
- A brief explanation of how you meet the person specification.

A copy of our **CES Diversity Monitoring Form** can be found on our website. We collect this information to monitor our diversity and inclusion within our organisation. The information is kept confidential and is 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](mailto: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 objectives 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.
- 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, ie 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 in-person team 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. OUTER HEBRIDES PROJECTS

### 4.1. Community Power Outer Hebrides

The Outer Hebrides have the highest collective number of community energy projects in Scotland and are proud to host 23MW of wholly community-owned wind generation. Included in this total are the communities of Urras Oighreachd Ghabhsainn, Tolsta Community Development Limited, Horshader Community Development Limited, Point and Sandwick Trust, Storas Uibhist and Coimhearsnachd Bharraidh agus Bhatarsaidh, who all build wind energy projects for the benefit of their local communities. Community Power Outer Hebrides (CPOH) is a consortium of these community groups which was set up in November 2015 and is led and facilitated by Community Energy Scotland. The general purposes of the consortium are to provide the community groups with a close working network, achieve stronger representation, provide training, work up joint responses to policy, and collaborate and compare progress of the wind turbine projects in the Outer Hebrides.

Facilitating the group supports community energy groups in a practical and pragmatic way, helping groups prepare for the future and deal with any issues as they arise. Working on CPOH is a great way to understand community energy in the Outer Hebrides and ensure communities retain benefits from local renewable resources.

### 4.2. Islands Centre for Net Zero

The Islands Centre for Net Zero (ICNZ) is one of three pan-island Islands Growth Deal projects and is developing a distributed innovation centre supporting Orkney, Shetland and the Outer Hebrides to become lighthouse communities in the energy transition. ICNZ was developed by an Islands-based consortium led by the European Marine Energy Centre (EMEC) with partners Heriot Watt University, Aquatera and Community Energy Scotland and the three Island Councils. The centre will support the exploration, trialling and acceleration of solutions to decarbonisation that could have replicability worldwide.

You can find out more about the ICNZ here: <https://www.icnz.org/>

### 4.3. Outer Hebrides Domestic Decarbonisation Project

This project is being developed with partners to support energy consumers in vulnerable situations across the Outer Hebrides by accelerating the decarbonisation of domestic homes. For the first time, the project will define local rural island housing archetypes and identify affordable, practical and high-impact retrofit solutions tailored to each. These solutions will be tested delivered in real homes—prioritising those most at risk of fuel poverty—and monitored to assess their effectiveness in reducing emissions and improving comfort and affordability. The findings will directly inform

improved, personalised energy advice for householders, enabling more confident and informed decisions.

The project will bring together key stakeholders—residents, community groups, industry, and policymakers—through workshops and events. These will ensure that the voices of vulnerable energy consumers are heard in shaping future Scottish energy programmes and regulations.

## 5. JOB DESCRIPTION

- £31,237 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 for 6 months to cover leave.
- 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 Operations.

### 5.1. Overall Purpose

Working as part of the Outer Hebrides team in CES, and in partnership with island communities to support community energy projects and CES's strategic aims. This post will focus on delivering the ICNZ project and facilitation of the Community Power Outer Hebrides consortium and the delivery of its tasks.

### 5.2. Main Tasks

Your role will be to deliver the following tasks:

#### 5.2.1. Outer Hebrides Domestic Decarbonisation Project

CES is leading on the development of the Outer Hebrides Domestic Decarbonisation Project and the following tasks:

- Lead on securing match funding for the project, working on the development and coordination of funding bids with partners.
- If match funding is secured, work on the development and implementation of the project.

#### 5.2.2. Islands Centre for Net Zero

- Engage and support Outer Hebrides communities in developing net-zero projects, providing support to the ICNZ Outer Hebrides Officer on projects.
- Support long-term planning for ICNZ, including contributing to developing a Year 4 work plan.
- Attend Outer Hebrides ICNZ coordination meetings.
- Support ICNZ and Island Climate Action Network activities in the Outer Hebrides, including organising and publicising events.
- Assist in planning and organising the ICNZ team meeting in the Outer Hebrides.
- Support other ICNZ projects and tasks as required.

### **5.2.3. Community Power Outer Hebrides**

- Facilitate and organise CPOH quarterly meetings and regular peer-to-peer meetings, which provide the group with an opportunity to share learning or discuss key issues.
- Facilitate meetings between CPOH and commercial wind generators, Enercon, Scottish and Southern Energy Networks, Regional Energy Strategic Plan (RESP) and National Energy System Operator (NESO), Comhairle nan Eilean Siar Energy and other partners and stakeholders.
- Support the CPOH members to develop their repowering project development plans (900kW – 9MW wind sites) with input from the CES technical team.
- Support CPOH members with operation & maintenance issues and negotiating for EPK renewals, repowering, insurance and other urgent issues that may arise.
- Work with the CES Policy Manager and Public Affairs Manager to provide support on relevant policy & advocacy work, and to respond to consultations.
- Suggest and explore options and topics which would be useful to CPOH for workshops or learning journeys, including organising knowledge exchange sessions with external speakers such as local energy markets, right to sell locally etc.
- Explore interesting or collaborative opportunities for the CPOH generators such as supplying data centres in the Western Isles.
- Plan for, and report on, annual CPOH activities, surveying CPOH community groups to prioritise plans.
- Keep CPOH members informed with relevant news, events and opportunities (funding, training etc).
- Organise CPOH files and develop database tools for tracking CPOH information.

### **5.3. Administration**

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

### **5.4. Other Tasks**

- Work with CES' Membership Officer to develop existing membership relationships and create new ones across the Outer Hebrides.
- Establish, build and maintain relationships with key stakeholders in the island communities.
- Support community groups with facility-based energy projects, such as energy efficiency and renewable energy projects at community halls and buildings.
- Secure funding to carry out facility-based community energy projects.
- Generally support community energy groups and their activities and collaborate with local organisations to further the aim of a just energy transition.
- Support CES's Carbon Neutral Islands team to disseminate information and learning out to other island groups.
- To prepare, deliver and facilitate presentations/open meetings and discussions when required.
- Travel in the Outer Hebrides to meet clients and visit sites/islands is anticipated, and there will likely be opportunities to travel to Orkney or Shetland with ICNZ. Travel to mainland for attending to workshops on behalf of CES or to attending to CES team meetings.

- 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.
- Engage 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 Community Energy Scotland communications.
- 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.

## 6. PERSON SPECIFICATION

The post holder will be expected to work on their own initiative and be self-motivated and well organised in order to meet the deadlines and funding requirements of this project.

### 6.1. Essential Knowledge, Skills & Experience

It is essential that the post holder possesses:

- A degree in community development, renewable energy or other relevant qualification or significant commensurate experience.
- Knowledge of the renewable energy sector, decarbonisation and net zero.
- Experience of working with community organisations and in community development.
- A high level of self-motivation and strong commitment to Community Energy Scotland, its ethos and purpose.
- Strong awareness of the requirements for effective team-working.
- A good understanding of community development.
- Effective partnership-building skills and practical and effective experience of partnership working, especially with community groups.
- High quality communication, representation and co-ordination skills.
- Ability to prioritise work and meet deadlines.
- Ability to communicate effectively with colleagues, stakeholders and the wider public.
- Determination, perseverance, and sound problem-solving skills in the face of obstacles and challenges.
- Good understanding of inclusion and dignity in a charity setting, both internal to CES and with our prospective clients/partners.
- Familiarity with research projects, working to funding specifications, and team-working in a research-focussed manner.

### 6.2. Desirable Knowledge, Skills & Experience

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

- Practical experience of delivery of small-medium scale renewable energy projects.
- 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.
- A basic understanding of the energy networks and markets.
- Fluency in Gaelic.



