

# Communications Manager

Community Energy Scotland

**Recruitment Application Pack**



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# 1. INTRODUCTION

Community Energy Scotland is recruiting for a **Communications Manager**. We are looking to recruit an energetic, well-organised and self-motivated individual to lead on CES's Communications. 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). Please indicate in your application letter whether you are applying for full-time or part-time, and your preferred Full Time Equivalent.

This application pack introduces you to the application process and timetable, and the Executive 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:

5pm Wednesday 15 <sup>th</sup> July	Deadline for receipt of application by email to <a href="mailto:jobs@communityenergyscotland.org.uk">jobs@communityenergyscotland.org.uk</a>
Friday 17 <sup>th</sup> July	Applicants informed whether they have been short-listed for interview and about the interview format
Week of 20 <sup>th</sup> July	Interviews conducted via MS Teams
Friday 24 <sup>th</sup> July	Applicants informed whether they are successful

### 2.2. How to apply

Applicants should submit a cover letter and CV to [jobs@communityenergy.scot](mailto:jobs@communityenergy.scot) by **5pm on Wednesday 15<sup>th</sup> July 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.
- 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.
- Please indicate in your application letter whether you are applying for full-time or part-time, and your preferred Full Time Equivalent.

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 (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'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 Community Energy Scotland's 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 rise 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 £1120 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

## 4. JOB DESCRIPTION

- £36,360 per annum (pro rata of 35 hours per week full time)
- Progression from starting salary is reviewed annually from 1st April, and subject to satisfactory performance and Community Energy Scotland's financial status
- 1 year fixed-term appointment, with extension subject to funding. (If funding is found to continue for the second year, the post would become permanent after 2 years).
- 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.
- Based in Scotland. Travel to 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' Director, People & Communities

### 4.1. Overall Purpose

To lead in the development and delivery of CES's Communications strategy.

### 4.2. External Communications: CES Members and the public:

- Social Media and Digital Content: Oversee the organisation's social media channels and digital content, ensuring messaging is consistent and aligned with public affairs and communications goals.
- Work with the Policy Manager and CEO, writing press releases and other responses to key news stories and policy developments.
- Media Monitoring and Reporting: Track media coverage, analyse sentiment, and provide regular reports to Policy Manager on key communications activities and public perceptions., cross-checking contacts and engagement with newsletters with the membership database and keeping first points of contact updated
- Branding and Messaging: Ensure consistent and effective messaging across all communications materials, including press releases, speeches, reports, and marketing collateral.
- Create a CES history which can be published as timeline on our website
- With support from a staff team, plan and coordinate the CES annual conference & AGM, and CES' participation in All Energy to promote organisational initiatives and foster relationships with key stakeholders.
- Manage the CES website

### 4.3. Create and implement Communications & Marketing Strategy:

- Strategic Communications: Execute comprehensive communications strategies that align with organizational goals and objectives, including Marketing and Communications Strategy
- Crisis Communications: Prepare and execute crisis communication plans when necessary, providing clear, timely, and accurate information to mitigate risks and protect the organization's reputation.
- Produce clear CES narrative and purpose, leading a CES working group to draft versions of 'who we are' and 'what we do'

#### **4.4. Maintain Relationships with Key Stakeholders:**

- Represent CES at key events, meetings and in the press. This will include preparing, delivering and facilitating presentations/open meetings and discussions when required.
- Public Relations: Cultivate and maintain strong relationships with journalists, media outlets, and influencers to enhance positive media coverage and manage public perception.
- Build up strong collaborative relationships with CEE and CEW, considering branding on a UK level
- Investigate the potential for collaboration and partnership with other aligned organisations

#### **4.5. Internal Communications**

- Lead internal communication strategies to engage employees and ensure alignment with organizational values and goals.
- Organise media training & skills for staff team, presentations and wider
- Assess and improve internal communications channels, providing guidance and induction materials for staff on internal comms

#### **4.6. Membership**

- Support the embedding of knowledge and use of the marketing and communications strategy within CES
- Keep the CES CRM up to date
- Support the Membership Officer to write the CES Newsletter
- Ensure all Members have a key point of contact within CES staff team

#### **4.7. Energy Learning Network**

- Sharing learnings across the UK, raising the profile of CE as a whole. Supporting the project to engage with people to get them to engage with their politicians about their manifestos
- Raising the profile of Community Energy as a whole through the ELN Network. Sharing learnings across the UK and engaging participants and community groups to play an active part in lobbying politicians.

#### **4.8. Management Duties**

- Inspire, manage and develop staff in a way that brings out their full potential, ensuring that all staff line managed are effectively deployed and supported, have clear time and work plans linked with Annual Reviews and are fully engaged in delivering Community Energy Scotland's priorities.

#### **4.9. Administration**

- To keep all personal work records up to date such as annual leave requests, My Hours and Monday.com
- Ensure that CES staff are kept fully up to date on key developments in Communications

#### **4.10. Other Tasks**

- 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:

## 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.
- Excellent organisational and time-management skills, with the ability to prioritise competing demands
- 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
- Excellent interpersonal skills, able to build positive working relationships at all levels
- High-quality IT and administration skills, including Microsoft Outlook, Word, Excel, and Teams, and data management
- Strong verbal communication and presentation skills, including representing an organisation externally
- Ability to develop and deliver a coherent organisational narrative, purpose, and key messages
- Strong planning and organisational skills, with the ability to prioritise competing demands
- High level of digital literacy, including CMS platforms, email newsletters, and social media channels
- Confident and credible when engaging with stakeholders, media, and partners
- Collaborative and relationship-driven, with the ability to work across teams and organisations
- Analytical skills to evaluate engagement, media coverage, and audience response
- Understanding of reputation management and crisis communications principles
- Proven experience of leading or managing communications activity across multiple channels
- Effective partnership-building skills and practical and experience of partnership working
- Demonstrates sound judgement, creative thinking and problem-solving ability
- 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 of experience of working or volunteering in a related role, e.g. in communications, in the Third Sector and community development or in renewable energy.
- A degree in community development, renewable energy or other relevant qualification **or equivalent commensurate experience.**

- Experience of drafting press releases, briefings, and responses to policy or political developments
- Experience of strategic communications planning aligned to organisational objectives
- Practical experience of digital communications, including website management and social media oversight
- Experience of event promotion and communications support for conferences, AGMs, or public events

### **5.3. Desirable Knowledge, Skills, Attributes and Experience**

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

- Experience of media monitoring, evaluation, and reporting on communications impact
- Experience of partnership or collaborative working across organisations or networks
- Experience within a membership organisation, charity, or policy-focused environment
- Good understanding of inclusion and dignity in a charity setting both internal to Community Energy Scotland, and with our prospective clients/partners
- Experience of working collaboratively with senior leaders and policy colleagues
- Experience of line managing or leading a staff team or working group
- Experience of seeking funding and applying for it.
- A full driving license

