

Executive Support Officer

Community Energy Scotland

Recruitment Application Pack



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1. INTRODUCTION

Community Energy Scotland is recruiting for an **Executive Support Officer**. We are seeking a highly organised, proactive, and trustworthy Executive Support Officer to provide high-level administrative and strategic support to CES' CEO and Directors, and wider Management Team on occasion. The role requires exceptional organisation, discretion, and the ability to manage priorities in a fast-paced environment. The successful candidate will manage day-to-day tasks, coordinate schedules, and ensure smooth operation of professional activities. 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 (0.6FTE – 1FTE). Please indicate on 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



2. THE APPLICATION PROCESS

2.1. Timetable

The timetable for the application process is as follows:

5pm Wednesday 15 th July	Deadline for receipt of application by email to jobs@communityenergyscotland.org.uk
Friday 17 th July	Applicants informed whether they have been short-listed for interview and about the interview format
Week of 20 th July	Interviews conducted via MS Teams
Friday 24 th July	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 Wednesday 15th 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.
- Indicate on 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 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 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 £1 120 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

- £32,300 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 possibility for extension
- 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) with potential for job shares and/or flexible working as per the CES Flexible Working Policy.
- Based in Scotland. Some 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

The successful candidate will work directly with the CEO and Directors, managing day-to-day tasks, coordinating schedules, taking on the executive's administrative tasks and providing secretariat to the Management Team. The main aim of the post is to reduce the administrative burden on the CEO and Directors, and there will be some trialling of tasks in the first few months to determine which are most effective in achieving the aim, and therefore some tasks may be prioritised while others may be dropped.

4.2. Daily Tasks

Your role will be to deliver the following tasks:

- Act as a trusted gatekeeper for the CEO and Technical Director, managing communications and prioritising requests
- Provide comprehensive executive support to the CEO, including diary, inbox, day to day admin and meeting management, prioritising effectively
- Handle any correspondence on behalf of the CEO or directors, including confidential and sensitive information, with the utmost discretion, professionalism and integrity
- Anticipate executive needs and proactively resolve issues to maximise effectiveness and increase efficiency
- Undertake desktop research to identify local priorities and needs related to energy

4.3. Regular Tasks

- Coordinate and prepare for Management Team and other internal meetings, preparing agendas & briefings and taking minutes
- Track actions, deadlines, and deliverables for the Management Team and provide reminders to ensure follow through
- Attend meetings at request with the CEO and Technical Director, taking notes and actions for them

- Organise Board meetings, confirming the agenda with the Executive Team and Chair, ensuring quorum, creating the Board Meeting Pack using papers and updates from staff, and taking minutes.
- Taking minutes for the CES Trading Board Meetings.
- Provide support to governance processes, such as updating internal CES budgets
- Act as a key point of contact for the CEO, liaising with senior stakeholders and external partners
- Draft and format correspondence, reports, presentations and briefing documents for the CEO and Technical Director
- Support with proof-reading key documents
- Provide administrative support to HR, including processing staff forms, monitoring EDI and drafting/updating documents
- Make travel arrangements, including flights, accommodation, and itineraries for CEO and Management Team
- Lead and co-ordinate two CES in-person Team Meetings a year
- Work as part of a team on the delivery of CES' Quality Assurance Self-Assessment

4.4. Occasional Tasks *(when necessary and as required)*

- Provide support in organising CES' Annual General Meeting
- Ensure GDPR compliance within CES HR processes and filing system
- Provide administrative support for staff recruitment
- Support the Head of Finance with finance admin
- Support with research tasks, review documents, identifying, mapping and summarising information
- Support HR with updating and creating internal CES policies
- General administration for project when required

4.5. Administration

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

4.5.1. 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
- Strong written communication skills, including drafting reports, briefings, and correspondence
- High-quality IT and administration skills, including Microsoft Outlook, Word, Excel, and Teams, and data management
- Ability to analyse information, identify key issues, and present them clearly
- Strong attention to detail and accuracy
- Effective interpersonal skills, able to build positive working relationships at all levels
- 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
- Effective partnership-building skills and practical and experience of partnership working
- Proactive and able to work on own initiative
- Calm and resilient under pressure
- Flexible and adaptable in a fast-moving environment
- Demonstrates sound judgement, creative thinking and problem-solving ability
- An ability to adapt quickly to new requirements and opportunities
- 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. as a Personal Assistant, 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 diary management, meeting coordination, and document preparation
- Experience of handling sensitive and confidential information appropriately
- 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
- Ability to use Microsoft Excel and databases for creating spreadsheets, formatting cells and organizing data
- Ability to use Microsoft Word 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:

- 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 seeking funding and applying for it.
- Ability to use Canva for creating and formatting documents and reports

