

FEL Community Sports Energy Officer

Community Energy Scotland in partnership with
FEL Scotland

Recruitment Application Pack



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1. INTRODUCTION

Community Energy Scotland (CES) are partnering with FEL Scotland to recruit a Community Sports Energy Officer covering Falkirk, Stirling and Clackmannanshire. The successful candidate will be based at FEL's office's in Stirling, with potential for home working.

Together we are looking to recruit an energetic, well-organised and self-motivated individual to work as part of both CES' Team and FEL's Team. The Community Sports Energy Officer will be in the enviable position of working day-to-day with FEL, a progressive community group delivering change in it's community, with the technical training, support and personal development opportunities which Community Energy Scotland provides.

This application pack introduces you to the application process and timetable, both partnering organisations and the Community Sports Energy Officer role. If you have any queries, please contact jobs@communityenergy.scot. More information on FEL can be found at <https://felscotland.org/>



2. THE APPLICATION PROCESS

2.1. Timetable

The timetable for the application process is as follows:

5pm Wednesday 14 th October 2026	Deadline for receipt of application by email to jobs@communityenergy.scot
Wednesday 21 st October	Applicants informed whether they have been short-listed for interview and about the interview format
Week of 26 th October	Interviews conducted via MS Teams
Friday 30 th October	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 14th October 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.

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, AND WITH FEL

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.

3.2. 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."



3.3. 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, 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

3.4. FEL Scotland

FEL Scotland are experts in helping communities live more sustainably – making social and environmental change happen, project by project, so people and our planet can thrive. We believe powerful change can be simple to make small steps everyone can take to make their own lives better can help our world towards a healthier, more sustainable future too.

We make that change happen project by project. Each one we run focuses on the things that matter to those they support across our core themes of Climate, Travel, Food, People, Nature and Sharing. But we never tell anyone what to do. We meet people where they're at. We show communities what's possible. We help them figure out what works best for them. And we give them the skills and confidence they need to make good things happen.

That's how we're changing our world for the better, project by project. It's how we help people; communities and our planet thrive.



3.4.1. What we do: Our projects

Our projects are making change happen – showing people how to take everyday steps that help them, their communities and the planet. Whether they just need a little support or don't know where to start, we get them going and keep them moving. Our projects are inclusive, engaging, educational and fun. They let people learn, achieve and make positive change with lasting effects. Step by step. Project by project.



4. POWERING SPORT

Powering Sport - Renewable Energy Accelerator will support community sports clubs across Forth Valley to develop community-owned renewable energy projects that reduce energy costs, generate long-term community benefit, support people experiencing fuel poverty and financial hardship.

Community sports clubs manage a range of community-owned and community-managed assets including clubhouses, pavilions, changing facilities, floodlighting systems and community spaces. Many clubs face rising energy costs, ageing infrastructure and limited capacity to explore renewable energy opportunities despite often having suitable sites for solar photovoltaic systems, battery storage and other renewable energy technologies.

The project has been developed in response to demand from sports clubs across Forth Valley. Ten clubs have already expressed interest in receiving support, while all three local authorities have identified wider opportunities across the region. Many of these clubs operate within, or serve, communities experiencing higher levels of deprivation and fuel poverty.

The project will work with up to 15 clubs to assess renewable energy opportunities and identify projects capable of delivering long-term social benefit. Support will be provided to develop feasibility studies, business cases, ownership models, funding applications and implementation plans.

The programme will focus on renewable energy projects that generate lasting benefits for disadvantaged communities. Benefits may include reducing facility operating costs, keeping participation affordable, creating community benefit funds and supporting local initiatives assist people affected by fuel poverty.

4.1. Rationale

The project has been developed in response to increasing demand from community sports clubs seeking support to reduce energy costs, improve energy efficiency and explore renewable energy opportunities.

FEL Scotland and Community Energy Scotland are already working together through the Community Energy Empowerment Programme (CEEP) and Forth Valley Future Power, both of which have highlighted the challenges facing community organisations that manage buildings and land. Many organisations are struggling with rising energy costs, ageing infrastructure and limited capacity to identify and develop renewable energy projects. This post will be part of a team taking on this challenge.

5. JOB DESCRIPTION

- £25,840 per annum (£32,300 per annum is our Full Time Equivalent)
- Part Time Post of 28 hours per week (full time at CES is 35 hours per week) with potential for job shares and/or flexible working as per the CES Flexible Working Policy.
- Fixed-term appointment to 30th September 2028
- Ideally candidates should be based in Stirling or the surrounding area so they can work from the FEL office a minimum of 2 days a week.
- Some travel to areas in Scotland is likely to be required, while keeping our carbon footprint down following Community Energy Scotland's Environmental Policy.
- Progression from starting salary is reviewed annually from 1st April, and subject to satisfactory performance and Community Energy Scotland's financial status
- Employed by Community Energy Scotland and line management through CES. Part of the FEL team and supported by the FEL team.

5.1. Overall Purpose

As the Community Sports Energy Officer, you'll work with colleagues to help community sports organisations to take part in energy saving activities, your role specifically will be to work with up to 15 clubs to assess renewable energy opportunities and identify projects capable of delivering long-term social benefit. You will provide support to develop feasibility studies, business cases, ownership models, funding applications and implementation plans.

The 15 community sports clubs will be located across Falkirk, Stirling and Clackmannanshire. These clubs manage community-owned and community-managed assets including clubhouses, pavilions, changing facilities, floodlighting systems and community spaces. Many operate from ageing buildings with high energy costs and limited capacity to explore renewable energy opportunities.

You'll be responsible for improving energy expertise amongst the clubs, helping them to create energy saver plans, advise on renewable energy as part of the plans and then gather the evidence and build the networks they need to attract investment and resources to deliver them.

The role is based at FEL's main Stirling offices but there will be potential for home working and some need to visit FEL hubs across the Forth Valley & The Loch Lomond and Trossachs National Park area. You'll also need to be able to work evenings and weekends from time to time.

5.2. Main Tasks:

- To deliver energy advice for FEL's Power Community Sport - Renewable Energy Accelerator for which the post holder has responsibility, achieve outputs and outcomes as agreed with project funder.
- Build on ongoing planning and collaboration between FEL Scotland, Community Energy Scotland and local authority partners to identify, prioritise and develop community-owned renewable energy opportunities within community sports facilities across Forth Valley.
- Assess participating community sports facilities to identify opportunities for community-owned renewable energy generation, with a focus on solar photovoltaic systems and battery storage.
- Undertake renewable energy feasibility studies to determine technical, financial and operational viability.
- Directly responsible for helping communities sports facilities to develop renewable energy for the spaces and/or support development of community renewable generation/storage projects.
- Support clubs to understand community ownership models and the long-term benefits of renewable energy assets.
- Develop business cases and implementation plans for priority renewable energy projects.
- Build the knowledge, skills and confidence of clubs to develop, own and manage renewable energy assets.
- Support clubs to identify investment opportunities and prepare funding applications for project delivery.
- Progress a minimum of five renewable energy projects to investment-ready stage.
- Provide support to the team to establish a pipeline of community-owned renewable energy projects capable of delivering long-term environmental, social and economic benefits.
- Capture and share learning to support replication of the model across Scotland.
- To identify opportunities to deliver renewable energy presentations to community groups and the subsequent delivery of the presentations.
- Maintain knowledge and understanding through a commitment to on-going development and learning.
- Help to develop package of energy related tools & guides to be shared via FEL's library, for example Thermal Imaging Camera
- Communicate effectively to a wide range of stakeholders, but in particular communities, on renewable energy.
- Directly responsible for working with community organisations, to improve energy literacy, in emerging or current community leaders.
- Directly responsible for helping communities gather energy data to provide evidence to garner investment, resources, support and collaboration to deliver their climate actions.
- Help to deliver training and capacity building.
- Increase Community led Climate Action in the Forth Valley and National Park region.

5.3. Administration

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

5.4. 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 Manager 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

6. PERSON SPECIFICATION

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

6.1. Essential Knowledge, Skills & Attributes

- A Full Driving License
- Knowledge of insulation, ventilation, heating systems, renewable technologies and whole-house retrofit approaches.
- Experience in assessing buildings and identifying opportunities for fabric-first energy improvement measures, following the energy hierarchy.
- A degree in renewable energy, building physics, building services, architectural engineering or other relevant qualification or significant commensurate experience.
- Knowledge of Energy Advice and Energy Efficiency
- Knowledge of sports facility building design requirements.
- Awareness of energy procurement, including public procurement frameworks.
- Knowledge and experience of the climate and nature emergencies and the just transition.
- 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
- Effective partnership-building skills and practical and effective experience of partnership working
- Demonstrable communication, representation and co-ordination skills
- Willingness to work flexibly in response to changing organisational requirements
- Ability to communicate effectively with colleagues, stakeholders and the wider public and deal with conflict.
- Ability to budget and manage finances effectively
- Ability to prioritise work and meet deadlines
- Determination, perseverance, and sound problem-solving skills in the face of obstacles and challenges
- Ability to use Microsoft Excel for creating spreadsheets, formatting cells and organizing data
- Ability to use Microsoft Word for creating and formatting documents and reports
- Understanding of computer software programs and excellent IT knowledge and skills including networking, databases, email etc
- Ability to promote services using a range of tools including web-based
- Able to make decisions
- Problem solver with a hands-on approach
- Creative thinking and foresight

6.2. 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:

- An interest in sports
- Familiarity with the sportscotland design guidance
- Ability to support the design, delivery and monitoring of retrofit projects from inception to completion.
- Knowledge and experience of Carbon/Ecological Footprint or utilisation of comparable tools, for example financial budgeting
- A track record of working in and in partnership with development trusts and/or other grassroots community member-based development organisations.
- Good understanding of inclusion and dignity in a charity setting both internal to Community Energy Scotland and FEL, and with our prospective clients/partners
- Knowledge and demonstrable practical experience of community energy development
- City and Guild Energy Awareness Level 3 or equivalent commensurate experience.
- Familiarity with research projects, working to funding specifications, team-working in a research focussed manner
- Operating and utilising Thermal Imaging Camera
- An understanding of health and safety issues in the workplace
- Experience of monitoring & evaluation and reporting
- Awareness of the provisions of the General Data Protection Regulation and be able to apply these within the organisation

