

Graduate Placement Assistant Technical Officer

Community Energy Scotland

Recruitment Application Pack



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INTRODUCTION

Community Energy Scotland is recruiting for a **Graduate Placement Assistant Technical Officer**. We are looking to recruit an energetic, well-organised and self-motivated individual to work as part of our Technical Team delivering the technical aspects of several of CES's projects. Training as required, personal development opportunities, and support will be provided by Community Energy Scotland.

This is a Fixed-Term post until 31st March 2027.

We are offering either part-time or full-time hours. Please indicate when you apply whether you are applying for full-time or part-time work, and your preferred Full Time Equivalent.

This application pack introduces you to the application process and timetable, and the **Graduate Placement Assistant Technical Officer** role. If you have any queries, please contact jobs@communityenergy.scot



1. THE APPLICATION PROCESS

1.1. Timetable

The timetable for the application process is as follows:

5pm Tuesday 13 th October	Deadline for receipt of Expression of Interest by email to jobs@communityenergy.scot
Friday 16 th October	Applicants informed whether they have been short-listed for interview and about the interview format
Week of 19 th October	Interviews conducted via MS Teams
Monday 26 th October	Applicants informed whether they are successful

1.2. How to apply

Applicants should submit a cover letter and CV to jobs@communityenergy.scot by **5pm on Tuesday 13th 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.
- An indication of when you'd be able to start, or how long your notice period is
- 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.

1.3. 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.



2. WORKING FOR CES

2.1. 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.

2.2. Working for Community Energy Scotland

Community Energy Scotland currently has 34 members of staff based all over Scotland.

In our Staff Satisfaction Survey in 2026 when asked what they liked best about working for Community Energy Scotland, staff gave the following feedback:

- "I like the flexibility of CES and all the staff are very friendly and helpful, keen to work together as a team."
- "The work culture. The work/life balance feels nice and I really enjoy working with people in CES."
- "My colleagues, the emphasis on staff wellbeing and support, and the flexibility."
- "The people, the ethos, colleagues' drive and passion for what CES does, a unique and special place to work."
- "I think now more than ever has been an exciting time to be part of the organisation, so much is going on within the field and the team is growing. There is a lot of motivation, and we collectively work to support each other. I feel like I have a good work/life balance."
- "CES highly values work-life balance. I don't feel that I am put under pressure to work late/extra which I know can happen in other organisations."
- "Being part of a lovely team of folk and working with communities."
- "That we have a lot of respect for each other and our members."

- “I enjoy the projects I'm on and find the work rewarding and interesting. It's nice to have a degree of choice on the projects I'm going to be working on as well. Also, the people I work with within CES are great to work with. The flexibility currently offered is great and is one of the other really good things about CES.”



2.3. 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 £1,151.88 per annum (pro rata) home working allowance
- Car journeys for work are reimbursed at £0.55 per mile.
- 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
- 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

- Staff are allowed up to 1 day of paid leave annually to participate in voluntary activities during working hours

3. JOB DESCRIPTION

- £28,330 per annum (pro rata of 35 hours per week full time) for a Graduate Placement
- Fixed-term appointment to 31st March 2027
- 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)
- 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

3.1. Overall Purpose

Working as part of a technical team in CES to provide practical & technical support for community energy project development across a portfolio of innovative projects and research activities on areas including renewable electricity generation, low carbon heat, sustainable transport, smart energy systems and building fabric improvements.

3.2. Main Tasks

Tasks within the role will vary depending on current projects and the skillset of the **Graduate Placement Assistant Technical Officer** but may include any of the following:

- Working as a team to carry out options appraisals and analysis of the technical & financial feasibility of energy projects.
- Advising on technical systems and solutions for projects.
- Assess planning, technical, and spatial constraints in relation to renewable energy developments.
- To provide technical analysis of demand and generation profiles, and opportunities for closer integration of renewable energy sources and local loads.
- To generally give technical support to community energy groups and their activities and collaborate with community organisations to further the aim of a Just Energy Transition. This will include technical support and advice to communities on areas including reducing energy costs and increasing energy efficiency for their buildings and facilities and developing low-carbon local transport projects.
- To support communities through the process of setting up local energy clubs.
- Create viable financial models for investment in energy distribution infrastructure and new business models for energy delivery
- Delivery of framework & metrics, baselining & gap analysis and data collection for carbon audits and other work.
- Delivery of ground truthing to ensure carbon audits reflect as accurately as possible the picture of emissions across communities in Scotland.
- Energy monitoring and gathering baseline data such as data on energy demand and generation, and analysing this data using statistical methods, as well as innovative and exploratory methods. Coding computer scripts may also be used to work with live data

streams such as those accessible over API to build data pipelines for project data requirements.

- Customisation of these scripts to correctly format data or generate summative statistics.
- Supporting the Head of Development by providing technical inputs for bids and project proposals.
- To assist the CES (Trading) team in the delivery of innovation advice and consultancy to clients.
- To support the development of an innovation knowledge centre within CES, including a project database and toolkit for innovation options.

3.3. Administration

- Keep detailed records of all engagement with community groups
- Support the Technical Manager with collating data, tracking progress towards key project milestones and compiling project reports.
- Update the Community Energy Scotland database and project specific spreadsheets on a regular basis.
- Liaise with the Membership Officer to encourage all new community groups engaged with to join Community Energy Scotland as members.
- To keep all personal work records up to date such as annual leave requests, My Hours and Monday.com

3.4. Other Tasks

- To prepare, deliver and facilitate presentations/open meetings/workshops and discussions when required.
- 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

2. PERSON SPECIFICATION

The post holder will be expected to work on their own initiative, be self-motivated and well organised, and able to work to deadlines.

3.5. Essential Knowledge, Skills & Attributes

- Relevant degree and qualifications or other training in energy systems or renewable energy project development or significant commensurate experience.
- Familiarity with analysis or research, working to funding specifications, team-working in a research focussed manner.
- Ability to work well as part of a team.
- Ability to prioritise work and meet deadlines.
- Determination, perseverance, and sound problem-solving skills in the face of obstacles and challenges.
- A high level of self-motivation.
- Ability to communicate effectively with colleagues, stakeholders and the wider public.
- Strong commitment to Community Energy Scotland, its ethos and purpose.

3.6. 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 working with community organisations.
- A good understanding of community development.
- Experience of local area planning with relevance to carbon neutral plans.
- Understanding of inclusion and dignity in a charity setting both internal to CES and with our prospective clients/partners.

