Orkney Repowering Officer / Senior Repowering Officer

Community Energy Scotland

Recruitment Application Pack

This post is funded by:

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1. INTRODUCTION

Community Energy Scotland is recruiting for an **Orkney Repowering Officer,** or **Orkney Senior Repowering Officer** (post assigned dependent on skills and experience, with responsibilities allocated accordingly to the successful candidates). We are looking to recruit an energetic, well-organised and self-motivated individual to provide technical, community development and project management support to community organisations in **Orkney** seeking to secure ownership, shared ownership or long-term benefit from renewable energy developments undergoing repowering. Training as required, personal development opportunities, and support will be provided by Community Energy Scotland.

There is an assumption that role the requires close to full-time hours (0.8FTE – 1FTE) for delivery. However, we aim to be a flexible employer, so please indicate in your application letter whether you are applying for full-time or part-time, and your preferred Full Time Equivalent.

Please indicate in your application letter whether you are applying for the Orkney Repowering Officer or Senior Repowering Officer position.

This role is funded by the Scottish Government Island's Team, Orkney Islands Council and Highlands & Islands enterprise.

This application pack introduces you to the application process And timetable, and the Orkney Senior Repowering Officer role. If you have any queries, please contact jobs@communityenergy.scot



2. THE APPLICATION PROCESS

2.1. Timetable

The timetable for the application process is as follows:

10am Monday 7th December	Deadline for receipt of application by email to jobs@communityenergy.scot
Wednesday 9th December	Applicants informed whether they have been short-listed for interview and about the interview format
Week of 14th December October	Interviews conducted via MS Teams
Friday 18th December	Applicants informed whether they are successful

2.2. How to apply

Applicants should submit a cover letter and CV to jobs@communityenergy.scot by **10am on Monday 7th December 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.
- How many hours a week you would like to work (We are offering 28-35 hours per week)
- If you are applying for the **Orkney Repowering Officer** role or the **Orkney Senior Repowering Officer** role
- 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

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' 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 38 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 well being 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. Its 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.”



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 £1,151.88 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) for the **Orkney Senior Repowering Officer** role
- £32,300 per annum (pro rata of 35 hours per week full time) for the **Orkney Repowering Officer Role**
- Fixed-term appointment initially for 18 months
- 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.
- Progression from starting salary is reviewed annually from 1st April, and subject to satisfactory performance and Community Energy Scotland's financial status
- The role will involve regular travel throughout Orkney and wider across Scotland to work directly with communities, stakeholders and project partners.
- Travel to areas in Scotland is likely to be required occasionally, while keeping our carbon footprint down following Community Energy Scotland's environmental policy
- Line managed by CES Technical Director

The main general differences in responsibility for a Senior Officer and an Officer are:

- **Officer:**
    - Take responsibility for delivering own tasks to a high level and to proactively report any issues that may impact their tasks being delivered on time/to budget.
    - Officers may also manage smaller projects or elements of a larger project, and may have the opportunity to line manage assistant officers /interns
    - Speak to relevant stakeholders within projects to obtain the most accurate information in order to make effective decisions.
    - Identify risks or opportunities within projects and raise them in a timely fashion with the relevant manager.
    - Seeking support to make decisions where required.
    - Building an understanding of community energy, including barriers and opportunities.
    - Take responsibility for own communications, ensuring that they are clear and tailored to the audience.
    - Participate in any project meetings or events as required, seeking clarification on expectations from managers where required.
    - Actively work to build communication channels and knowledge sharing with colleagues working in same and different teams, and recognise the value and contributions of others.
    - Providing input from experience of working on projects to Project Managers and Head of Development to build a business case for project continuation and/or new project proposals.

- Identifying gaps in current service provision and potential development opportunities.

- **Senior Officer:**
  - Responsibility for multiple stakeholder relationships and projects, including ensuring that they are delivered on time and to budget.
  - Providing support to project team members and up to four direct reports, providing coaching and development (no direct reports anticipated currently)
  - Identify trends, risks and opportunities within projects and proactively come up with solutions to mitigate risks and ensure that the best possible outcome is achieved.
  - Keep clear records on how any decisions have been reached.
  - Recognise scope of own authority for decision making within the framework of agreed projects/activities and empower team members to make decisions.
  - Approval of expenditure within preapproved budgets/limits
  - Attend regular meetings with project partners and stakeholders and build trust within wider project teams and from CES members.
  - Positively represent projects and CES positions within meetings and events, including presenting to external stakeholders.
  - Clarify plans and decisions to project teams and direct reports with clarity and enthusiasm and stand by team's actions where needed.
  - Proactively developing proposals for continuation of projects, utilising the knowledge gained from managing the project and building relationships with funders to suggest improvements and innovations.
  - Participating in meetings and proactively advocating for new and continued projects.
  - Managing any subcontractors on projects and challenging any gaps between expectation and delivery.

4.1. Overall Purpose

The Repowering Officer/Senior Repowering Officer will provide technical, community development and project management support to community organisations seeking to secure ownership, shared ownership or long-term benefit from renewable energy developments undergoing repowering.

Working closely with community partners, developers, public bodies and specialist advisers, the postholder will help communities identify opportunities, assess viability, build partnerships and develop plans to acquire stakes in renewable energy projects. The role will focus particularly on supporting communities to explore potential new opportunities and maximise existing assets within Orkney.

4.2. Repowering Project Development & Delivery:

- Coordinate the development, resourcing and delivery of feasibility studies, business cases and ownership proposals.
- Work with specialist advisers, consultants and project partners to assess opportunities and progress projects.
- Support communities to prepare expressions of interest, funding applications, heads of terms, MoUs, options etc. and investment-ready proposals.
- Gather and analyse information relating to renewable energy ownership opportunities, market conditions and policy developments.
- Monitor progress against project targets and maintain accurate project records.

4.3. Support Community Organisations to Develop Repowering and Renewable Energy Ownership Opportunities:

- Repowering: Provide additional support to communities already looking at options to extend the life of and best maximise value from previously secured assets on existing community energy sites within Orkney.
- Provide dedicated support to existing and potential new community energy organisations; exploring ownership, shared ownership and acquisition opportunities from renewable energy repowering within and linked to Orkney.
- Assist communities in understanding the technical, commercial, legal, financial and governance aspects of new and repowered renewable energy ownership.
- Specifically support communities to further assess potential ownership opportunities identified in early options appraisal work already undertaken by Orkney communities.
- Help communities develop strategic partnerships and collaborative approaches between themselves and with third parties where appropriate.
- Support communities to build good local understanding and planning within their own organisations and wider communities, develop community mandates and any appropriate local engagement processes that may be required.

4.4. Build Capacity & Share Learning

- Where necessary and appropriate, organise and facilitate workshops, webinars, training sessions and peer-learning events.
- Facilitate knowledge sharing between communities pursuing ownership opportunities.
- Identify and document lessons learned and emerging good practice.
- Work within and alongside the wider CES Team

4.5. 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

4.6. 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

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

- Degree level qualification in a relevant subject or equivalent relevant experience.
- At least three years (Senior Repowering Officer) or two years (Repowering Officer role) of experience working or volunteering in a similar role or sector such as community energy, renewable energy project development and management, or energy consultancy.
- Experience of project management and financial management (Not necessary for Repowering Officer).
- Excellent technical skills and experience, including experience in at least two of the following areas and a good general understanding/overview of the others:
    - Undertaking feasibility studies and options appraisals for renewable energy projects.
    - Compiling and analysing energy demand and energy generation profiles, assessing impact on the grid.
    - Integrating infrastructure and technologies for commercial scale renewable energy generation installations
    - Construction and operation of recent commercial scale renewable energy generation assets
    - Electrical storage technology
    - Environmental impact assessments.
    - Data collection and analysis techniques, including statistical analysis software and/or coding.
- A high level of self-motivation and strong commitment to Community Energy Scotland, its ethos and purpose.
- Good communication skills, including presentation skills, report writing skills and the ability to communicate complex technical information in an accessible and engaging manner.
- A demonstrable ability to adapt quickly to new requirements and opportunities.
- Good attention to detail.
- Excellent organisational and time-management skills, with the ability to prioritise competing demands
- Excellent written communication skills, including drafting reports
- 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
- 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 (Senior Repowering Officer only), maintain and work effectively in high-performing teams
- Ability to prioritise work and meet deadlines

5.2. 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:

- A full driving license
- Experience of contract management and working with subcontractors
- A track record of working in and in partnership with development trusts and/or other grassroots community member-based development organisations.
- Awareness and adherence to high-quality assurance and safety standards.
- Good understanding of inclusion and dignity in a charity setting both internal to Community Energy Scotland, and with our prospective clients/partners

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