

Renewable Energy Advice 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 **Renewable Energy Advice Officer** covering the Forth Valley & The Loch Lomond and Trossachs National Park area. The successful candidate will be based at FEL's offices 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 Renewable Energy Advice Officer will be in the enviable position of working day-to-day with a progressive community group delivering change in its 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 Rural Energy Hub Officer role. If you have any queries, please contact Rona Mackay at: jobs@communityenergyscotland.org.uk. 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:

Midnight Thursday 29 th May	Deadline for receipt of application by email to jobs@communityenergyscotland.org.uk
Wednesday 4 th June	Applicants informed whether they have been short-listed for interview and about the interview format
Week of the 9 th June	Interviews conducted via MS Teams
Monday 16 th June	Interviewees informed of the outcome
July / August 2025 or as soon as possible thereafter	We aim for the successful candidate to start as soon as possible

2.2. How to apply

Applicants should submit a **cover letter and CV** to jobs@communityenergyscotland.org.uk by **midnight on Thursday 29th May**. The cover letter should provide the following information:

- Personal & contact details
- An explanation of your interest in and suitability for the post (max 500 words)
- The names and contact details of two referees, one of which should be your current or most recent employer. Referees will only be contacted once the successful candidate has been offered the job subject to references.

Alongside your CV and covering letter, please send a completed copy of our **Community Energy Scotland 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.

For enquiries about the vacancy please send an e-mail to jobs@communityenergyscotland.org.uk 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 (eg name, address, telephone number or personal email address)
- Date of birth

- Photographs (eg staff ID card)
- Copies of proof of address documents (eg bank statements or bills)
- Details of any criminal convictions (eg 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. CES 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. CES' core values are:

- Trust: Trust is fundamental to how staff and the volunteer Board work together as a team in pursuit of CES' 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 29 members of staff based all over Scotland.

In our Staff Satisfaction Survey in 2024 when asked what they liked best about working for Community Energy Scotland, staff gave the following feedback:

- "Treated with respect."
- "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.
- £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 which promotes a work life balance
- **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 CES for six months, or have a year’s contract or more with CES, 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 Sactifice Scheme
- Staff are allowed up to 1 days paid leave annually, to participate in voluntary activities during working hours

3.2. 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.



3.2.1. 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. COMMUNITY ENERGY EMPOWERMENT PROGRAMME

The Community Energy Empowerment Programme (CEEP) is designed to tackle fuel poverty and energy inequality across Forth Valley and the Loch Lomond & Trossachs National Park.

Our goal is to deliver practical, community-led energy support that makes an immediate difference while building long-term skills and resilience. The programme will support individuals and households and communities through:

1. Energy Advice Sessions – Providing tailored, 1-to-1 or group-based support to help people reduce their energy use and bills.
2. Energy Saver Plans – Simple, personalised plans that help people take realistic, cost-saving energy actions in their homes.
3. Trained Support Roles – Local Energy Officers and trained Volunteer Energy Activators will provide ongoing, accessible guidance across the region.
4. Community Energy Skills Academy – Offering training to individuals and community groups in energy efficiency, renewables, and energy literacy.
5. Shared Community Equipment – Local access to tools like thermal cameras, slow cookers, and infrared heaters to trial energy-saving techniques.
6. Collaborative Projects – Supporting communities to work together on small-scale pilot interventions and shared learning.

CEEP will also build on existing partnerships and funding channels, such as our Regional Climate Action Hub and the Energy Redress Scheme, to amplify impact and support replication elsewhere.

By embedding education, practical action, and local leadership, CEEP will ensure that vulnerable households not only benefit now, but gain the skills, confidence and community connections needed to stay resilient in the long term.



FEL Scotland already engages with over 10,000 people annually through grants, events, equipment loans and skills development. Our Climate Action Hub network ensures we can reach the most vulnerable effectively.

4.1. Project Objectives

1. Identify and engage with individuals and community groups in areas of high deprivation.
2. Raise awareness of energy efficiency and fuel-saving measures through structured conversations and events.
3. Support individuals to develop personalised monthly Energy Saver Plans focused on practical energy-saving actions.
4. Recruit and train local Energy Officers and Volunteer Activators through community anchor organisations.
5. Provide tailored support and accessible communication to maintain engagement.
6. Build capacity via the Community Energy Skills Academy, offering training in energy literacy and technologies.
7. Procure and maintain shared community-owned tools and equipment for energy assessments.
8. Facilitate collaboration and pilot projects that demonstrate energy-saving approaches.

9. Monitor energy use, behaviour change, and outcomes to ensure alignment with carbon reduction and just transition goals.

4.2. Rationale

CEEP responds to the twin crises of rising living costs and the climate emergency. Our work running the Regional Climate Action Hub has shown that communities urgently need tailored, local energy support.

Our approach is grounded in community development and tested delivery models. We've successfully supported local food, travel, repair and reuse initiatives. CEEP now builds on this experience to meet a clear and growing demand for energy-focused action.

5. JOB DESCRIPTION

- £30,210 per annum (pro rata). Progression from starting salary is reviewed annually from 1st April, and subject to satisfactory performance and Community Energy Scotland's financial status
- Fixed-Term Post to 31st January 2027
- Full Time/Part Time Post (we are happy to consider between 28 and 35 hours per week) with potential for flexible working/job share
- 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 other areas in Scotland is likely to be required, while keeping our carbon footprint down following Community Energy Scotland's environmental policy
- Employed by Community Energy Scotland and line management through CES. Part of the FEL team and supported by the FEL team.

5.1. Job Profile

5.1.1. Overall Purpose

As the Renewable Energy Advice Officer, you'll work with colleagues to help community organisations, Volunteers and Householders to take part in energy saving activities, your role specifically will be about advising on renewable energy solutions, to help improve energy efficiency, thermal comfort and adapt to the climate emergency and take local action to mitigate its effects.

You'll be responsible for improving energy expertise among current and future community leaders, and for helping them build local engagement around the issue, particularly in areas where it's currently low. You'll help them communities 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. You will help householders improve energy efficiency by home visits, phone/in person advice.

You'll work closely with the FEL and Community Energy Scotland's communications team to raise awareness and understanding of the climate and nature emergency, in particular related to renewable energy themes and to grow our FEL membership. You'll then help our members advocate effectively for climate action and amplify the voices of their communities in pushing for change specifically relating to energy themes. You'll also be involved in recruiting, retaining and supporting volunteers, and will manage up to 15 of them directly.

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. Please note that this role includes providing householder advice in their homes.

5.2. Job Description

Your role will be to deliver the following tasks:

5.2.1. Main Tasks

- To deliver energy advice for FELs Community Energy Empowerment Programme for which the post holder has responsibility, achieve outputs and outcomes as agreed with project funder.
- Provision of in-depth support for communities and householders referred through the FEL's phone, email or via referrals from Volunteer Energy Activators (Community Volunteer), when relating to renewable energy interventions/queries.
- To identify opportunities to deliver renewable energy presentations to community groups and the subsequent delivery of the presentations.
- Resolve or escalate community queries in line with internal processes. Referral to partner agencies such as Home Energy Scotland and Local Energy Scotland.
- To update and maintain appropriate householder records and necessary data using client management systems to ensure the progress of work towards project targets is monitored and that project outcomes are fully recorded.
- Undertake and record all follow up work to ensure all necessary actions are completed for recorded queries.
- Multitask between different work programmes and activities to support programme activities
- Work with FEL Project Coordinator required to understand real time demand and establishment of priorities to ensure client needs are met.
- 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 climate action.
- Directly responsible for working with community organisations, to improve energy literacy, in emerging or current community leaders.
- Recruit, induct and train Volunteer Energy Activators VEAs whom support energy saver plans within communities, help develop and support the VEA's.
- Directly responsible for helping communities especially those who have spaces (e.g. community hall) to develop renewable energy for the spaces and/or support development of community renewable generation/storage projects.
- Directly responsible for helping communities gather community energy engagement and data to provide evidence to garner investment, resources, support and collaboration to deliver their climate actions.
- Help to deliver training, capacity building and networking opportunities.
- Increase Community led Climate Action in the Forth Valley and National Park region.



5.2.2. Administration

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

5.2.3. 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
- Maintain a safe working environment ensuring your own personal safety and the safety of others.
- Act as an ambassador for both Community Energy Scotland and FEL, promoting Community Energy Scotland and FEL in a positive manner.
- Ensure relevant consistent branding across all CES & FEL communications.
- Provide regular appraisal of project deliverables to CES and FEL, attend project team meeting and full team meetings for CES and FEL, preparing feedback.

5.3. 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.

5.4. Essential Knowledge, Skills & Attributes

- Experience of working with community organisations and in community development
- A degree in community development, renewable energy or other relevant qualification or significant commensurate experience.
- City and Guild Energy Awareness Level 3 or equivalent commensurate experience.
- A good understanding of community development
- Knowledge and experience of climate and nature emergency
- Knowledge of Energy Advice and Energy Efficiency
- 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, especially with community groups
- 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 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

5.5. Desirable Knowledge, Skills & Attributes

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

- Knowledge and experience of Carbon/Ecological Footprint or utilisation of comparable tools, for example financial budgeting
- Volunteer management experience
- Community fundraising experience

- 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
- Detailed knowledge and demonstrable practical experience of community energy development
- Familiarity with research projects, working to funding specifications, team-working in a research focussed manner
- A full driving license
- 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

