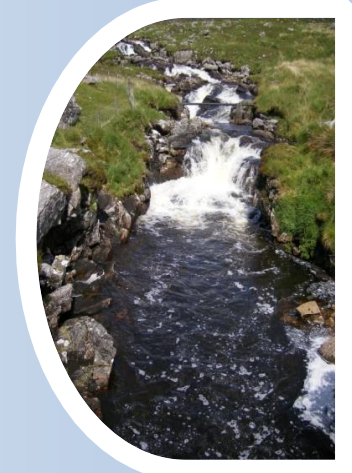


# Climate Accounting Officer

*Recruitment Application Pack*



Community  
Energy  
Scotland

*Empowering Communities*

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## 1. INTRODUCTION

Community Energy Scotland is recruiting for a new post of **Climate Accounting Officer**. We are looking to recruit an energetic, well-organised and self-motivated individual to work as part of a team delivering Carbon Neutral Island Plans. Training as required, personal development opportunities, and support will be provided by Community Energy Scotland.

This application pack introduces you to the application process and timetable, and the Climate Accounting Officer role. If you have any queries, please contact Cath at:

[jobs@communityenergyscotland.org.uk](mailto:jobs@communityenergyscotland.org.uk).

## 2. THE APPLICATION PROCESS

### 2.1. Timetable

The timetable for the application process is as follows:

5pm Friday 22 <sup>nd</sup> July	Deadline for receipt of application by email to <a href="mailto:jobs@communityenergyscotland.org.uk">jobs@communityenergyscotland.org.uk</a>
Friday 29 <sup>th</sup> July	Applicants informed whether they have been short-listed for interview and about the interview format
Week of Monday 1 <sup>st</sup> August	Interviews conducted via MS Teams
Friday 5 <sup>th</sup> August	Interviewees informed of the outcome
August 2022 or as soon as possible thereafter (TBC)	We aim for the successful candidate to start as soon as possible

### 2.2. How to apply

Applicants should fill in and submit our application form by **17.00 on Friday 22<sup>nd</sup> July**. We do not require a copy of your CV. The application form asks for the following information:

- Personal & contact details
- Details of your general and further education
- Other relevant training and development, including membership of professional bodies/institution
- Employment history
- A letter of application explaining
  - **your interest in the post**
  - details of your abilities, skills and experience which you feel are relevant to the position.

You should provide actual examples of experience and impact in meeting the requirements outlined in the job description in your application.

Reference should be made to the criteria detailed in the person specification. The information may include an outline of your most recent achievements and your reason for applying.

Referees will only be contacted once the successful candidate has been offered the job subject to references.

For enquiries about the vacancy please send an e-mail to [jobs@communityenergyscotland.org.uk](mailto:jobs@communityenergyscotland.org.uk) and we will get back to you as soon as possible.

### 3. BACKGROUND INFORMATION

#### 3.1. Our organisation

Incorporated in 2007, CES' 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.

CES is a membership-based organisation with over 400 Members across Scotland and is open to non-profit-distributing community groups to join. The Board of Community Energy Scotland is made up of elected and co-opted Directors. Elected Directors are nominated and voted in by Community Energy Scotland's Members at its Annual General Meeting. Co-opted Directors are then invited by the elected Directors to join the Board to bring in additional skills and experience. Each Director brings to the Board a wide range of experience and expertise, from community development, banking and financial expertise, grid and technical knowledge, international work, social enterprise, academia and many other skills, all directly relevant to the work of Community Energy Scotland.

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 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.

CES has changed and adapted over the years and its 'niche' now is piloting and testing innovative ways for communities to control and retain the full value of local energy generation locally, and substitute it for continuing high levels of fossil fuel use. Building community capacity to enable full engagement in the energy system and help drive its decarbonisation remains a key foundation of our work.

CES' future depends fundamentally on the work of its committed staff and voluntary board. CES has always sought to create a supportive working environment, even though its staff team (currently standing at 15) is distributed across Scotland. The organisation depends on and seeks to develop highly capable individuals in whom a high level of trust is placed and who typically demonstrate a high level of commitment in return. The organisational culture is open and one which encourages debate and discussion on key external and internal issues, with regular team calls and other exchanges.

### 3.2. The Carbon Neutral Islands Project Summary

The Carbon Neutral Islands project is a programme for government commitment aimed at supporting islands to become carbon neutral by 2040. In May 2022 the Scottish Government announced that Hoy, Islay, Great Cumbrae, Raasay, Barra and Yell are to be part of its Carbon Neutral Islands project. These Islands will demonstrate the low carbon energy potential of Scotland's islands as hubs of innovation in renewable energy and climate change resilience, whilst positively impacting on island economies and population retention and growth.

The Carbon Neutral Islands project will help to deliver key commitments in the National Islands Plan and will create jobs, protect Scottish island environments from climate change, and contribute to the Scottish Government's 2045 net zero commitment.

The project will involve carbon audits across the islands and a pilot phase to inform learning. A report on the project will be published over the summer and plans will be developed for individual islands in collaboration with key partners and the communities involved.

The project will also align with the Scotland wide net zero work and contribute to the Scottish Government's 2045 net zero commitment. Whilst working closely with communities to move towards net zero in a fair and just way, the Carbon Neutral Islands project aims to share good practices and learnings from the project with all other Scottish islands.

## 4. CLIMATE ACCOUNTING JOB DESCRIPTION

Community Energy Scotland is looking to recruit an energetic, well-organised and self-motivated individual to be part of a team delivering Community Climate Plans and in-depth climate accounting exercise for the Carbon Neutral Islands project.

Personal development opportunities, and support will be provided by Community Energy Scotland.

- **Fixed-Term Post to 31<sup>st</sup> March 2023.** This is a post funded by the Scottish Government – Fixed Term initially until 31<sup>st</sup> March 2023. Continuation of the post will be subject to confirmation of further funding. Grant allocation for the financial year 2023-2024 for the Carbon Neutral Islands project is subject to written confirmation by the Scottish Ministers following the outcome of the annual spending reviews.
- **Full Time Post (35 hours per week)** with potential for flexible working/job share
- **Reporting to Carbon Neutral Islands Project Manager**

### 4.1. Job Profile

#### 4.1.1. Overall Purpose

Working as part of a team in CES, and in partnership with the six island communities to deliver a climate accounting exercise and contribute to the delivery of community Island Climate Plans by 31<sup>st</sup> March 2023.

#### 4.1.2. Job Description

##### Main Tasks

- To deliver CES' roles and responsibilities in the Carbon Neutral Islands project.
- Delivery of an in-depth climate accounting exercise on the six carbon neutral islands to provide the community with a clear account of the state of greenhouse gas emissions related to each island.
- Delivery of baselining, gap analysis and data collection for the six carbon neutral islands.
- Supporting island communities to carry out meaningful local participation and engagement to inform the climate accounting and Community Climate Plans.
- Supporting island communities with familiarisation of framework & metrics, baselining & gap analysis and data collection for climate audits.
- Working with a communications officer to share information and data, communicating widely across the islands.
- Carrying out options appraisals and analysis of the technical & financial feasibility of climate projects identified by each island community.
- Support to communities in compiling, delivering and reporting the Community Climate Plans.

- To establish, build and maintain relationships with key stakeholders in the island communities.
- To generally support community energy groups and their activities and collaborate with local organisations to further the aim of a Just Energy Transition.
- To undertake other duties as may be required from time to time by the Chief Executive.

**Administration**

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

**Other Tasks**

- To prepare, deliver and facilitate presentations/open meetings 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 CES team
- Subject to Covid restrictions, travel to meet clients and visit sites/islands is anticipated.



### 4.1.3. 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.

#### 4.1.3.1. Essential Knowledge, Skills & Attributes

- A degree in community development, renewable energy or other relevant qualification or significant commensurate experience (relevant themes are outlined below):

<p><b>Power &amp; Heat</b></p> <p>Energy Efficiency Low Carbon Energy Energy Storage Resilience</p>	<p><b>Waste &amp; Resources</b></p> <p>Waste Reduction Reuse Recycling Sustainable Harvesting &amp; Production Minerals</p>	<p><b>Nature Based Solutions</b></p> <p>Biodiversity &amp; habitat protection, recovery, restoration Enhancement Natural carbon stores (on land or in the sea)</p>	<p><b>Sustainable Transport</b></p> <p>Low Carbon Energy Energy efficient Climate friendly</p>
<p><b>Land Use, Forestry &amp; Marine</b></p> <p>Nature Based Solutions Forests &amp; Woodlands Aquaculture &amp; Fishing Agriculture</p>	<p><b>Water Use</b></p> <p>Supply Waste Water &amp; Sewerage</p>	<p><b>Food production</b></p> <p>Local production, distribution, storage &amp; use</p>	<p><b>Adaption &amp; Mitigation</b></p> <p>Coastal Erosion Adaptation plans Flood Risk Emergency Planning</p>

- Knowledge of the renewable energy sector, decarbonisation, climate accounting and Net Zero
- 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
- A good understanding of community development
- Effective partnership-building skills and practical and effective experience of partnership working, especially with community groups
- High quality communication, representation and co-ordination skills
- Ability to prioritise work and meet deadlines
- Ability to communicate effectively with colleagues, stakeholders and the wider public.
- Determination, perseverance, and sound problem-solving skills in the face of obstacles and challenges
- Good understanding of inclusion and dignity in a charity setting both internal to CES and with our prospective clients/partners
- Familiarity with research projects, working to funding specifications, team-working in a research-focussed manner.

#### 4.1.3.2. Desirable Knowledge, Skills & Attributes

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

- Practical experience of delivery of small-medium scale renewable energy projects
- Experience of local area planning with relevance to carbon neutral plans.

- Experience of undertaking area-based energy audits for assessing energy demand and expenditure across sectors in a particular area
- Familiarity with a range of low carbon heat, electricity and transport technologies (e.g. electric vehicles) and/or a range of energy storage technologies, including thermal storage as well as electrical storage
- Experience of working with community organisations
- Detailed knowledge and demonstrable practical experience of community (energy) development
- A track record of working in and in partnership with development trusts and/or other grassroots community member-based development organisations.

#### 4.1.4. Salary

- £27,000 per annum. Progression from starting salary is reviewed annually, and subject to satisfactory performance and Community Energy Scotland's financial status.
- 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.
- Travel costs are reimbursed at £0.45 per mile.

#### 4.1.5. Location

Flexible – but resident on a Scottish Island is preferred. We currently have office provision in Benbecula and expect to resume offices in Lewis and Orkney in the near future. Homeworking is also an option. Some travel to other Scottish Islands is likely to be required, while keeping our carbon footprint down following CES' environmental policy.

#### 4.1.6. Start Date

August 2022 or as soon as possible thereafter.