



## Job Description

**Job Title:** Community Energy Officer  
Highland Energy Community Partnership (HECP)

The Garve & District Development Company (TG&DDC) and Contin, Jamestown and Tarvie Projects (CJTP) are recruiting a Community Energy Officer to deliver their part of the Highland Energy Community Partnership agreement for the Garve and District and Contin Community Councils' boundary areas.

**Hours:** 37 Hours per week (Full Time). There will be some degree of flexibility required in hours worked, depending on the needs of the post. Evening and weekend work will be occasionally required. Annual leave entitlement is 28 days + 8 days public holidays.

**Rate:** £32,000 FTE, plus travel expenses currently paid at .45p per mile.

**Location:** Flexible - Home/office based. Office facilities are available at Garve Public Hall.

**Duration:** Fixed – 30 June 2025 to 30 September 2029

**Reporting to:** Development Manager (TG&DDC)

**Closing Date for Applications:** 5.00pm, Friday, 25 April 2025

**TO APPLY PLEASE EMAIL YOUR COVERING LETTER AND CV TO TINA HARTLEY, DEVELOPMENT MANAGER – EMAIL: [tina.hartley@garve.org](mailto:tina.hartley@garve.org)**

The Garve & District Development Company (SC565505)  
Registered Address:  
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Email: [hello@garve.org](mailto:hello@garve.org) Telephone: 07838 815085



## **Project Background**

The Highland Energy Community Partnership is a new programme funded by The National Lottery Community Fund and co-ordinated by the environmental charity, Changeworks, in partnership with six local community partners in the Highlands which includes The Garve & District Development Company and Contin, Jamestown and Tarvie Projects.

The project will build collaboration across the partnership and beyond, aiming to improve energy efficiency and reduce emissions for households and build a movement towards more sustainable consumption, consistent with a Net Zero future. It will operate across the following key outcomes:

### **1. Promote environmentally friendly energy use**

People will be upskilled in energy saving and home retrofit awareness and adopt environmentally friendly energy use behaviours.

### **2. Support communities to retrofit their homes**

Over the five years, households within both Community Council boundaries will be empowered and supported to retrofit their homes.

### **3. Share learning that supports rural retrofit activity beyond project area**

The partnership will share learning across the Highland region and beyond to support the acceleration of rural retrofit across the UK.

## **The Post**

The Community Energy Officer will be a committed and enthusiastic individual who will manage their own time and priorities. As a member of the Highland Energy Community Partnership, comprising representatives the post-holder will:

- Positively and actively participate in the Delivery Group, ensuring an effective interface with the Partnership as a whole, collaborating, sharing learning, and providing support to other members as needed.
- Ensure an effective contribution to the overall outcomes and activities of the partnership, including a Highland-wide programme of workshops, events and communications, and the establishment of a Highland-wide online energy efficiency community.
- Lead on the implementation of the particular actions and activities relevant to our areas including but not limited to the details below.

## **Main Project Responsibilities**

The Community Energy Officer will take a lead in these activities and help other partner organisations to implement measures developed by our project.

### **1. Represent and promote Highland Energy Community Partnership**

- Represent and promote Highland Energy Community Partnership at forums, meetings, community events, advice surgeries and technology showcases.
- Promote the Highland Energy Community Partnership by delivering presentations tailored to the audience and by running workshop/training sessions, as required.
- Work with the Partnership co-ordination team to support local marketing campaigns and to promote events, as required.
- Organise events, meetings, advice surgeries and technology showcases, as required.

### **2. Provide energy advice and support to households within the Garve and District and Contin Community Council boundaries.**

- Provide quality advice on energy efficiency, renewable energy, and support to reduce fuel bills to householders.
- Refer and signpost householders to appropriate support and funding options agreed through the partnership.
- Provide support to householders undertaking retrofit measures including acting as a point of contact between the householder and any agreed installers.
- Conduct home visits to assess the needs of householders and present options based on their needs.
- Ensure all records are completed in line with agreed partnership procedures.

### **3. Encourage and support vulnerable households to access support through the partnership**

- Promote Highland Energy Community Partnership and activities aimed at helping vulnerable householders.
- Work with organisations who support vulnerable groups ensuring full inclusion in the project.
- Represent and promote Highland Energy Community Partnership at appropriate forums and events to support engagement with vulnerable households.
- Undertake home visits to help vulnerable householders save money and keep warm.
- Provide handholding support to vulnerable households undertaking retrofit measures acting as a point of contact between the installer, scheme, and householder.

- Maintain records and activities relating to these households in accordance with partnership procedures.

#### **4. Represent Community needs and priorities into the Partnership**

- Represent our areas' needs and priorities into the wider partnership through representation in the partnerships working groups.
- Design, adapt and deliver partnership initiatives and activities in the most appropriate way to reach households.
- Provide feedback to the Partnership on the effectiveness of activities and projects within our areas and make recommendations for improvements where appropriate.
- Participate in monitoring and evaluation activities as outlined by the partnership and National Lottery.

#### **Other general responsibilities in support of the project**

Other partnership organisations will lead on these activities, and the Community Energy Officer will be responsible for adapting their resources and implementing them throughout Garve and District and Contin Community Council boundaries.

- Working with other partners to co-ordinate events such as climate conversations and cafes, film nights and discussions across the Highlands but with particular ownership for events in our area as well as online.
- Helping to build a vibrant online community to foster collaboration and exchange of information and ideas on energy use and retrofit activity, sharing networks, and contributing to the creation and promotion of a Highland-wide installer engagement and development activities.
- Supporting the partnership-wide communications strategy, using local channels to share top tips, inspiring stories of ordinary people making a difference and signposts to further information on issues such as home and community energy, retrofit measures, climate adaptation and low carbon heating.

<b>5 Person specification</b>		
Please explain how you meet the following criteria in your job application		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
A degree or able to demonstrate equivalent experience.		✓
<b>Experience</b>		
Experience of working in a community focused organisation, preferably one providing advice and guidance.	✓	
Knowledge of energy efficiency and domestic renewables advice relevant to householders.		✓
Awareness of wider sustainable energy matters.		✓
Knowledge of the local area and an appreciation of the realities of working in a remote and rural community.	✓	
Experience of project management.		✓
Experience of working with vulnerable people, households, or communities.		✓
<b>Skills</b>		
Excellent community engagement skills.	✓	
Able to advocate for householders and communities.		✓
Excellent verbal and written communication skills.	✓	
Excellent interpersonal and networking skills.	✓	
Aptitude for partnership working.	✓	
Excellent presentation skills.	✓	
Good IT and numeracy skills.	✓	
Good team working skills.	✓	
Excellent organisational and administrative skills with the ability to manage a varied and complex case load.	✓	

<b>Personal qualities and attributes</b>		
Ability to communicate effectively with different audiences and engage with people from a range of backgrounds.	✓	
Ability to communicate technical subjects in a way which is understandable by a non-technical audience.	✓	
Ability to work on one's own; and cover a remote, rural area, representing national organisations successfully.	✓	
Ability to understand that stakeholders often have different perspectives, an ability to understand these views and to identify shared agendas.		✓
Ability to manage conflicting demands, prioritise work and work in a flexible manner in response to rapidly changing priorities.	✓	
Ability to work on one's own initiative with a high degree of self-motivation, and with minimal supervision.	✓	
A commitment to equal opportunities and diversity.	✓	
Able to complete training and qualifications relevant to providing up to date advice to householders.	✓	
<b>Additional requirements</b>		
Full valid driving licence or other ways of fulfilling the mobility requirements of the job.	✓	

### **Additional information**

The postholder will be required to undertake training and qualifications relating to energy efficiency in order to provide advice and support to householders. Full support will be given to assist the post holder to undertake these qualifications which are fully funded from the partnership.

The post is funded by our areas' portion of the National Lottery Community Fund for the Highland Energy Community Partnership. The Garve & District Development Company will be your employer as one of the six delivery partners. Changeworks is the programme lead, reporting to the National Lottery Community Fund on progress.

**Interviews are scheduled for Monday, 12 May 2025, at Garve Public Hall. Candidates will be required to deliver a brief 10-minute presentation outlining their approach to engaging residents across both boundaries in the project. Following the presentation, there will be a general Q&A session.**