

**Carbon Neutral Islands
Hoy & Walls Carbon Neutral Development Officer**

Duration: Fixed term until 31 March 2026 with possible extension subject to funding

Start Date: ASAP

Salary: £31,185 per annum (£2,598.75 per month to end of fixed term contract)

Hours: 35 hours a week

Reporting: Island of Hoy Development Trust Board

Location: Work from Home, with occasional travel and office working in the Island of Hoy Development Trust Office in Longhope

JOB DESCRIPTION

The [Carbon Neutral Islands](#) (CNI) project is a collaborative initiative funded by the Scottish Government, working across six islands: Barra & Vatersay, Cumbrae, Hoy, Islay, Yell and Raasay.

As the Hoy & Walls Carbon Neutral Development Officer, you will play a key role in supporting the community's journey toward a low-carbon future. You will lead and contribute to projects identified in the [Community Carbon Neutral Pathway](#) (CCNP) and new initiatives emerging from ongoing community engagement. This is an exciting and varied role for someone passionate about sustainability, community empowerment, and creative problem-solving.

The role will evolve over time and can be shaped around the right candidate's skills and interests.

KEY TASKS

Project Development and Management:

- Develop, manage, and deliver projects aligned with the Community Carbon Neutral Pathway (CCNP) and new priorities identified through community engagement.
- Create project workplans, timelines, and budgets, and take a hands-on lead in project delivery where required.
- Raise funding for projects, including identifying opportunities and preparing funding applications.
- Support local community groups in developing their own sustainability projects and funding bids.
- Conduct carbon accounting and auditing for individual projects as well as island-wide assessments.

Community Engagement and Representation:

- Organise and deliver community engagement activities, both online and in-person, to gather input, share information, and encourage participation in carbon neutral initiatives. Facilitate discussions on climate and carbon neutral topics, managing concerns and sensitivities with professionalism and empathy.

- Represent the CNI project at local and regional events, networks, and focus groups, acting as an ambassador for the project and the island's climate action ambitions.
- Build, maintain, and strengthen relationships with key stakeholders both on and off the island.

Communications and Media:

- Manage the project's social media channels, producing engaging content to raise awareness and promote involvement in carbon reduction efforts.
- Develop and maintain website content, ensuring information is current, accessible, and relevant.
- Produce physical media including posters, leaflets, reports, and other communication materials to support project messaging and community outreach.

Research and Reporting

- Lead or contribute to research activities such as feasibility studies, carbon balance analyses, and other studies to inform project development and strategic planning.
- Contribute to developing revised editions of the Community Carbon Neutral Pathway (CCNP) based on research findings and community feedback.
- Prepare clear and concise reports and updates for funders, stakeholders, and the wider community.

General Duties and Administration:

- Manage day-to-day administrative tasks related to the CNI project, including handling phone calls, emails, and deliveries as required.
- Maintain accurate records of project activities, community engagement, and financial information.

CNI is an innovative project that develops unique approaches to community-led climate action. This is an exciting opportunity to make a positive impact on the local community while doing your bit to make the planet a more balanced, thriving place to live.

PERSON SPECIFICATION

ABOUT YOU

This role would suit a motivated, organised, and creative individual who enjoys working with people and has a genuine passion for sustainability and community-led development. You'll need excellent communication skills, project management experience, and confidence using digital tools and social media.

CNI is an innovative project exploring new approaches to community-led climate action. This is an exciting opportunity to make a tangible impact on the local community while contributing to broader efforts to tackle climate change.

The post-holder should have the ability to travel throughout Scotland. This includes access to a car or other appropriate means of travel. Travel and other expenses will be reimbursed in accordance with IoHDT's policy. Attendance of evening in person meetings is required.

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Demonstrable experience and/or qualification in sustainability and climate change, community development, community planning, social policy, social science or a related field.	<ul style="list-style-type: none">• Project Management qualification
Knowledge/ experience	<ul style="list-style-type: none">• Experience of community development and ideally in relation to climate change• Specialist knowledge in one or more of the CCNP areas: renewable energy, retrofit and renovations, land management, sustainable transport, local food chains, carbon management etc.• Experience of project planning, budgeting, reporting and evaluation.• Experience using a range of community engagement tools and approaches to build awareness of opportunities and give direction to projects.	<ul style="list-style-type: none">• Previous experience of working in the 3rd sector• Knowledge of relevant legislation for the operation of community facilities• Experience working with rural and/or island communities/organisations• Experience with carbon accounting• Familiar with the unique opportunities and challenges facing small island communities logistically distant from the mainland.
Skills	<ul style="list-style-type: none">• Ability to connect and foster collaborative and empowering	<ul style="list-style-type: none">• Experience using digital platforms, particularly to enable

	<p>working relationships with community groups, public and third sector partners</p> <ul style="list-style-type: none"> • Flexibility and a proactive attitude with the ability to motivate and empower others • Able to work under own initiative and as part of a team • Good time management and organisational skills • Standard IT skills • Ability to research information required for project completion • Ability to positively handle challenging communication (staff, other agencies, general public) 	<p>communication to enhance project development and delivery and behavioural change campaigns (e.g. social media platforms, website content management systems).</p>
Personal Attributes	<ul style="list-style-type: none"> • Highly organised and logical thinker • Ability to work to deadlines and under pressure • Ability to maintain confidentiality and handle sensitive information • Willingness to learn and support colleagues • Able to work independently and manage your time effectively. • Capable of handling multiple priorities and maintaining project documentation. • Passionate about climate change, climate and social justice and the empowerment and power of communities 	