

1.1. How to apply

Applicants should fill in and submit an application letter along with a copy of a C.V. by **17.00 on 30th October 2022**.

- 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.

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 cdo.iohdt@gmail.com and we will get back to you as soon as possible.

1.2. The Carbon Neutral Islands Project Summary

The Carbon Neutral Islands project is a programme aimed at supporting islands to become carbon neutral by 2040. In May 2022 the Scottish Government announced that Hoy, Islay, Great Cumbrae, Raasay, Barra & Vatersay 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

2. HOY CARBON NEUTRAL DEVELOPMENT OFFICER Job description

Island of Hoy Development Trust is looking to recruit an energetic, well-organised and self-motivated individual to be part of our local team tasked with collating information for audits and developing Community Climate Plans for the Carbon Neutral Islands project.

Support will be provided by Community Energy Scotland.

- **Fixed-Term Post to 31st March 2023.** This is a post funded by the Scottish Government – Fixed Term initially until 31st March 2023. 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 Deb Jaques**

2.1. Job Profile

2.1.1. Overall Purpose

Working as part of a local team, and in partnership with the other island communities, to support and engage our community to complete a Climate Audit and Community Island Climate Plan by 31st March 2023.

2.1.2. Job Description

Main Tasks

- To take an active role and support the delivery of the Carbon Neutral Islands project on Hoy & Walls
- Communicate well with the local steering group and support them to provide key messages out to the wider community, as well as provide the steering group with community feedback.
- Engage with and explore various data sources to support CES to carry out an in-depth climate accounting exercise, so as to provide the community with a clear account of the state of greenhouse gas emissions related to Hoy & Walls.
- To help develop community climate change plans on the six carbon neutral islands, which build on the in-depth climate accounting exercises.
- Support the delivery of baselining, gap analysis and data collection locally
- Carry out meaningful local participation and engagement to inform the Climate Audits and Community Climate Plans.
- Establish strong working relationships with the CES Carbon Neutral Island support team
- Identification of common values, needs and goals within the various local organisations/groups/businesses in their path to Net Zero
- Engage with and encourage information sharing across the other Carbon Neutral Islands
- Working with the CNI Steering group and CES to share information and data, communicating widely across the islands.

- Take part in facilitation training in order to carry out training events locally.
- Working with Island of Hoy Development Trust, the CNI Steering Group and CES to share information and data, communicating widely across the islands
- Work with CES to compile surveys, and distribute them locally.
- Review the social inclusivity of project activities and identify opportunities to improve the accessibility and suitability of activities to wider demographics.
- Support compilation, delivery and reporting of the Community Climate Plans.
- To establish, build and maintain relationships with key stakeholders within the island community.
- To generally support local stakeholders 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 island of Hoy Development Trust.
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Administration

- To keep all personal work records up to date

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 Island of Hoy Development Trust team
- Ongoing requirement to ensure work activity is well communicated to the wider team
- Subject to Covid restrictions, travel to meet clients and visit sites across the island, or visit other islands, is anticipated.

Training

Training is available with Scottish Communities Climate Action Network (SCCAN)

2.1.3. 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.

2.1.3.1. Knowledge, Skills & Attributes

- An interest in the following: - community development, energy, climate, the environment or other relevant qualification or significant commensurate experience (relevant themes are outlined below):

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

- Ability to communicate effectively with colleagues, stakeholders and the wider public.
- Ability to prioritise work and meet deadlines
- Determination, perseverance, and sound problem-solving skills in the face of obstacles and challenges & a high level of self-motivation
- Experience of working with community organisations and in community development
- Knowledge or interest in the renewable energy sector, decarbonisation, climate accounting and Net Zero
- Strong awareness of the requirements for effective team-working
- A good understanding of community development
- IT skills and familiar with Microsoft Office software

2.1.4. Salary

- £27,000 per annum.
- Employer's monthly contribution to pension at a rate of *to be confirmed*
- 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.

2.1.5. Location

Flexible home working with some travel requirements

2.1.6. Start Date

November 2022 or as soon as possible thereafter.