



## Change our world for the better. Change yours too.

### Energy Advice Coordinator – Community Energy Empowerment Programme (CEEP)

Fixed term to 31<sup>st</sup> March 2027 | Salary: £32,025 | 35 hours per week | Based Stirling

#### Interested in joining us? Fantastic!

Let us tell you what we're about, what we can offer and what we're looking for. If it sounds like you (and you like the sound of us), then tell us more about yourself: **email us your CV and attach a word document that explains why you'd like to work for us and what you can bring to the role (500 words max). We will need both by midnight 16<sup>th</sup> March 2025.**

**Please note that we are aiming to interview successful candidate's w/c 24<sup>th</sup> March.**

But if you're not sure, talk to us anyway.

All our projects are about fulfilling potential and we feel the same about our people too. So, don't worry if you don't have everything on our wish list. Everyone brings different qualities and we just might be looking for yours.

#### Who we are

We're 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, Active Travel, Food & Growing, and Energy.

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.

### **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.

### **What we offer**

We treat our people like the communities we serve: we want to help them thrive. So, we offer competitive salaries, up to 35 days leave a year including Bank and Public Holidays, and an attractive pension scheme. We're family-friendly, with generous maternity pay and family leave provision, flexible working opportunities, and a commitment to helping everyone achieve the work-life balance they need. We're inclusive too, promoting diversity and prioritising equality for all. We offer professional and personal training, support volunteering and provide access to counselling services. And, of course, we have a cycle to work scheme to help you travel sustainably and stay healthy.



*See the full list of staff benefits in appendix 1.0*

### **What you'll do**

As our Energy Advice Coordinator, you'll play a key role in helping people make changes to the way they live that will be good for them and good for the planet. You'll be focused on helping our Energy team deliver our new Community Energy Empowerment Programme across the Forth Valley and Loch Lomond and Trossachs National Park region. This programme is closely linked to our Climate Hub programme, and as such you will liaise closely with the Climate Coordinator, to ensure both teams add value and maximise outcomes.

You'll also work with FEL partners to unlock investment and kick-start new initiatives around environmental sustainability and tackling climate change. You'll lead a small team looking after volunteer recruitment, support and retention for this new programme, and will occasionally be needed to work evenings or weekends. Your base will be at our main Stirling offices, but we support hybrid and home working too. This role involves travelling to community centres and private residences across the Forth Valley.

*See the full job description in appendix 2.0*

### **What we're looking for**

We're a diverse bunch at FEL and welcome applications from people of all backgrounds. What we all have in common, though, is a commitment to changing lives and protecting the planet. So, we're looking for someone with that same determination to make a difference and who shares our values too – we're grounded and practical, creative and influential, collaborative and connected.

This is a key role for us, so you'll need at least three years' experience of coordinating projects and managing people, as well as good knowledge and experience of the community, energy and



voluntary sectors, community engagement and development, and the climate and nature emergency. If you can add managing volunteers to that list, even better.

We'll want you to be an excellent communicator and super-organised, great at planning, budgeting and managing relationships too. Solid IT skills and knowledge of Microsoft Office programs are another must, and you'll need to be able to work flexibly, to tight deadlines and both on your own initiative and as part of a team.

Enthusiasm and commitment are essential to every role at FEL, and we're also looking for decision makers, problem solvers and creative thinkers who are energetic, pro-active and always happy to get their hands dirty – often literally!

FEL expects all employees and volunteers to share its commitment to safeguarding and promoting the welfare of children and vulnerable adults.

*See the full person specification in appendix 3.0*

### **What next?**

If this sounds like you – and you like the sound of us – then please apply: **email us your CV and in a word document explain why you'd like to work for us and what you can bring to the role (500 words max). We will need both by midnight 16<sup>th</sup> March 2025.**

**Please note that we are aiming to interview successful candidate's w/c 24<sup>th</sup> March.**

If you'd like to chat about the role or how your skills and experience might fit, then do get in touch: email [emily@felscotland.org](mailto:emily@felscotland.org) to arrange a time to talk.



FEL is an Equal Opportunities Employer and a Registered Charity. We promote equality, diversity and inclusion in our workplace and actively encourage applicants from all backgrounds to apply for vacancies. We are particularly keen to hear from ethnically diverse and disabled candidates, who are currently under-represented in our workforce.

## **Appendix**

### **1.0 Full Staff Benefits**

- A competitive salary
- 20 days annual leave and 10 days paid Bank and Public holiday entitlement, to be used at individual discretion. An additional one-day annual leave is provided for each year of service, up to a maximum 5 years
- Attractive pension scheme with 5% employer contribution
- Generous Maternity Pay with company Paternity/Adoption Leave, Miscarriage, Parental Bereavement and Compassionate Leave. Maternity pay is 6 weeks full pay, 6 weeks half pay then statutory
- A range of excellent family friendly policies, including those that promote a work life balance
- An inclusive workplace which strives for equality, diversity and inclusion for all. For example, we are part of the Scottish LGBTI+ Rainbow Mark initiative
- The potential to work in a hybrid way to support work life balance, where appropriate and meeting business needs
- Flexible working hours, including support of walking meetings
- Access to personal and professional training
- A commitment to develop our workplace through quarterly team events

### **A wide range of employee benefits available to you:**

- Access to Cycle to Work Scheme, up to the value of £1500



- Staff will be allowed up to 2 days paid leave annually, to participate in voluntary activities during working hours
- Access to counselling services to support mental health in the workplace
- Provision of quality protective clothing required for your role
- Access to professionally qualified bicycle mechanics to ensure you and your family stay cycling
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

## **2.0 Full Job Description**

- Directly responsible for line management of team members (3 team members)
- Support and enable the Community Energy Empowerment Programme
- Increase investment into Community-led Energy Action in the Forth Valley and National Park region, working alongside the development team
- Increase number of communities delivering energy action in the region, with aim of demonstrating the value of the third sector in terms of both climate action and energy decarbonisation
- Directly responsible for coordination of Community Energy Empowerment Programme
- Directly responsible for ensuring programme budget, spend, claims and financial outcomes are met
- Directly report to programme manager, keeping them updated on impact, issues and opportunities
- Directly responsible from programme evaluation, monitoring and tracking, and data management process
- Assist FEL development team, to support larger scale community-led energy action project funding
- Assist FEL & delivery partners research alternative funding models for community energy action, in particular collaborative models with themes of community or geography



- Help growing FEL membership, growing the climate voice and action in the region , increasing connections across members both within and out of our network
- Liaise with key strategic partners and stakeholders locally, regionally and nationally in relation to the furtherance of our energy activity
- Assist wider the FEL team and partners to network with our communities, facilitating sharing of resources and knowledge
- Meet regularly with FEL coordinators at seniors' meeting, to embed the Community Energy Empowerment Programme and to ensure risks are mitigated, and that opportunities are realised
- Assist other FEL coordinators to ensure staffing and activity is delivered from our Hub space
- Support the FEL communications team, to increase readership of social media, digital articles, drive participation in networking and learning events, in particular relating to funding and fundraising opportunities
- Support the organisation of FEL events, i.e. Away Days, Networking events etc
- Provide support to programme delivery partners, to ensure deliverables are met
- Provide support in FEL's wider activity, as required
- You will be responsible for ensuring your team manages volunteer recruitment, support and retention
- Maintain a safe working environment ensuring your own personal safety and the safety of others
- Act as an ambassador for the organisation
- Always promote and present the organisation in a positive manner
- Ensure consistent branding across all FEL communications
- Provide regular appraisal of project deliverables, coordinate the project team meeting, and assist with a monthly full team meeting, preparing feedback as appropriate

### ***3.0 Full Person Specification***

**E = Essential D = Desirable**



### ***Qualifications***

- Three years' experience in project coordination and line management (E)

### ***Knowledge/expertise***

- Knowledge of the Community and Voluntary sectors (E)
- Community engagement and development experience (E)
- Knowledge and experience of climate and nature emergency (E)
- Knowledge and experience of delivering small grant funds (D)
- Volunteer management experience (D)

### ***Skills/abilities***

- Excellent interpersonal skills (E)
- Excellent verbal and written communication (E)
- Use of Microsoft Office packages: Access; Word; Excel; Publisher and Outlook (E)
- Understanding of computer software programs and excellent IT knowledge and skills including networking, databases, and email (E)
- Understanding of and ability to develop and work with policies and procedures of an organisation (E)
- Proven project organisational skills, planning, strong ability to multi-task (E)
- Proven ability to manage budgets, claims and financial data (E)
- An ability to prioritise, plan and organise work in a busy environment (E)
- Proven ability to manage staff (E)
- Willingness to work flexibly in response to changing organisational requirements (E)
- Able to work under own initiative and as part of a team (E)
- Able to deliver outcomes within a timeframe (E)
- An understanding of health and safety issues in the workplace (D)
- Ability to promote services using a range of tools including web-based (E)





- Experience of monitoring and evaluation and reporting (D)
- Awareness of the provisions of the General Data Protection Regulation and be able to apply these within the organisation (D)

### *Personal attributes*

- Enthusiasm and commitment (E)
- Excellent communicator (E)
- Able to make decisions (E)
- Problem solver with a hands-on approach (E)
- Flexibility (E)
- Energetic and proactive (E)
- Creative thinking and foresight (E)