

Job Description

Role Title	Partnership Manager	
Directorate	Renewables	
Team	Community and Renewable Energy Scheme (CARES)	
Line Manager	Chris Morris, Senior Project Manager	
Perm/ Fixed Term	Maternity cover (12 months) Part-time 0.6 FTE (22.5 hrs/wk).	Based in Scotland is preferred. Our Scottish office is in Edinburgh. The role can be office based or home working or blended. You will be expected to attend occasional in-person meetings, mainly held in central Scotland.
Job Purpose	<p>About Local Energy Scotland and CARES</p> <p>Local Energy Scotland manages the Scottish Government’s Community and Renewable Energy Scheme (CARES).</p> <p>Our goal is that communities across Scotland are engaging, participating and benefiting in the energy transition to net zero. Local Energy Scotland works with community groups, charities and faith groups to develop and deliver low carbon and renewable energy projects.</p> <p>We help communities install renewable technologies such as solar panels or heat pumps on community buildings, as well as with larger projects such as community wind turbines and hydro schemes. We also support communities to engage with commercial renewable energy developers regarding community benefits packages or investments in renewable energy projects.</p> <p>Energy Saving Trust is the lead partner in the consortium of organisations that make up Local Energy Scotland.</p> <p>About the role</p> <p>As a member of the management team responsible for CARES delivery, you will take a strategic lead in communicating CARES to our audience and stakeholders, developing and maintaining meaningful partnerships with key actors in the energy and</p>	

	<p>community sector and leading on our work relating to community benefits.</p> <p>You will develop and deliver the marketing and communications strategy alongside marketing and communications team members to promote CARES funding and support. You will lead on the production of materials and information that engage and inspire communities across Scotland to act.</p> <p>You will be an effective communicator and collaborator who leads on the partnership and stakeholder activity that allows us to reach our target audiences, particularly those from disadvantaged communities and ethnic minorities.</p>		
<p>Resource Management Responsibilities</p>	<p>Budget/ Equipment Accountabilities £25k. Signing-off invoices, purchase orders, grant offers and claims.</p>	<p>People (EST) Accountability No</p>	<p>Contractor Accountability No</p>
<p>Critical Accountabilities (between 4-8)</p>	<ul style="list-style-type: none"> ▪ Develop and deliver the annual marketing and communications plan in collaboration with the marketing communications executive and marketing communications manager. ▪ Responsible for public facing tools and resources that support the delivery of CARES, these include the website, toolkit, resources, case studies, funding guidance, stakeholder promotion packs and community benefit register. ▪ Ensure resources are presented in plain English and suitable for a non-technical audience. ▪ Strategic lead on community benefits supporting the development officers to deliver advice and the team administrator to collect data for the community benefit register. ▪ Manage relationships with Scottish Renewables, CEMVO, Community Energy Scotland, Home Energy Scotland, DTAS, Climate Action Hubs and other key stakeholders ▪ Sit on the Scottish Government’s Community Led Climate Action groups 		

	<ul style="list-style-type: none"> ▪ Work with the Shared Ownership Manager to engage with and provide effective support to commercial developers to facilitate Shared Ownership. ▪ Support awareness-raising of CARES including through managing the delivery of the annual conference, webinars, workshops, newsletters and social media channels. ▪ Support our involvement in third-party events, such as the DTAS conference and All Energy. ▪ Lead on the CARES equalities charter and action plan. ▪ Support the organisation of remote/in-person gatherings for our Scotland-wide team to retain team spirit and motivation. ▪ You will lead on the production of the six-monthly and annual report for CARES and co-ordinate the associated customer satisfaction survey. ▪ Support policy work and enquiries from the Scottish Government.
<p>Knowledge, skills and qualifications required</p>	<p>Must have:</p> <ul style="list-style-type: none"> ▪ Degree or equivalent qualification ▪ Experience of managing multi-stakeholder projects ▪ Experience of senior level networking and partnership working ▪ Excellent communication skills – written and verbal ▪ Excellent organisational skills ▪ Excellent presentation skills ▪ Flexible and responsive approach ▪ Enthusiastic and self-motivated ▪ Commitment to collaborative working <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Experience in the renewable energy sector and/or community development sector ▪ Experience of using WordPress