

Job Description

Job Title	Brae Rural Energy Hub Engagement and Development Officer
Starting Salary	£28,000 D.O.E
Work Pattern	37.5 hours per week (FTE); job share or part-time options available. Occasional weekend and evening work.
Work base	Brae, Shetland with some local travel (and some remote working initially)
Reports to	Rural Energy Hubs Project Manager and Project Director

Main Duties

- To work with the project team to develop, set up, launch and the run the day-to day operations of the Brae Rural Energy Hub in alignment with the project targets and timeline.
- Undertake training as required for the role, with the project team in Orkney and Shetland and other training suppliers;
- Working with the project team to develop, operate and grow the services of the Rural Energy Hub and supply chains, to establish the Brae Rural Energy Hub as an engaging and useful resource that supports the local community to decarbonise.
- Be the liaison with the Brae Youth Centre Committee, café manager and other community groups that use the building, ensuring effective and smooth ways of working, sharing spaces and building strong relationships.
- Ahead of the opening of the hub, support the identification and delivery of pop-up services in and around Brae.
- Support the reporting requirements of the project funder Innovate UK, providing information to the Project Manager as required for quarterly project reporting.
- Along with the project team, develop existing and identify new funding resources and external funding opportunities to support the long-term running of the Brae Rural Energy Hub, and the long-term strategic aims of the Rural Energy Hubs Project to develop a network of Hubs.

Once the Brae Hub is opened, the role holder will be expected to:

- Create a welcoming, collaborative environment in the Hub to encourage people to come and use the services; and manage a bookable, co-working space for Community hire;
- Manage all onsite aspects of day-to-day running of the Rural Energy Hub when it is open including handling bookings and payments for ebikes, the co-working space, and queries related to the car club van and the EV charging.
- Deliver accurate, clear and engaging information about the decarbonisation demonstration technologies installed in the Hub and how people could use these in their own buildings.
- Work with the ReFLEX team in Orkney to deliver a hybrid of remote and local services in Brae, supporting from initial enquiry through to sign-up, installation of measures/ technology in homes and offices, and on-going customer support. This will include customer facing, on the phone and online enquiries, and management of customer journey through the ReFLEX CRM system.
- Develop and maintain strong relationships with the delivery partners, community groups and suppliers.

- Take part in promotion of the Hub and its services to encourage Community participation and use of the Hub
- Raise funds, take payments and manage budget
- Plan, attend and co-ordinate meetings and events
- Seek to actively engage communities to identify community skills, assets, issues and needs
- Problem Solving and seeking creative solutions
- Carry out general administrative duties related to the services and undertake any other relevant duties from time to time as necessary.
- Undertake any other duties deemed appropriate for the effective performance of the role.

Area	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Social and negotiating skills 	<ul style="list-style-type: none"> • Facilities coordination/management • Budget management and/ or payment handling • Experience in decarbonisation advice • Experience in energy advice • Experience in commercial elements of renewable services, EVs and products.
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge and understanding of community and social issues • Excellent communication and interpersonal skills • Strong organisational skills • Public and customer facing experience • Creative thinking and problem-solving ability 	<ul style="list-style-type: none"> • Knowledge and understanding of community and issues in Brae and contacts in the local community • Community engagement • Customer engagement and/or working in a retail or community centre environment • Voluntary work • Fundraising and development • Project coordination and working with different stakeholder groups
Personal Attributes	<ul style="list-style-type: none"> • Advocacy and community building skills • Compassion and the ability to empathise with people's life experiences • A non-judgemental, positive attitude 	
Qualifications	<ul style="list-style-type: none"> • Three years' relevant work experience 	<ul style="list-style-type: none"> • Relevant degree and or qualifications

Please note: The post holder will be required to register with the Protecting Vulnerable Groups (PVG) scheme managed by Disclosure Scotland

Contract term:

The role will initially be offered as a fixed term contract with project partner Aquatera Ltd for one year until the end of the project on 31 October 2025. However, potential opportunities for long-term funding for the post after the project have been identified and part of the role will be to work with the project team to develop these opportunities.

Deadline 10am Monday 21st October Please apply by sending your CV and a comprehensive supporting statement outlining how your skills, knowledge and experience make you a good fit for the position to recruitment@aquatera.co.uk