



JOB DESCRIPTION

POST: Community Energy Development & Partnerships Officer

DEPARTMENT: Climate & Nature Recovery

REPORTING TO: Climate Change Manager

RESPONSIBLE FOR: No direct reports

GRADE: 4

CONTRACT TYPE: Fixed term (12 months), with opportunities for extension subject to funding and organisational requirements.

MAIN JOB PURPOSE:

This is an exciting opportunity for a community-focused professional to support the development of community energy and resilience projects across Mid Suffolk. The postholder will work closely with community organisations, parish councils, local partners and specialist providers to identify opportunities, develop projects and help communities progress them towards implementation.

The role will provide dedicated community-facing capacity within the BRACE Programme, supporting communities to overcome capacity and development barriers, access appropriate technical and funding support, and build their ability to develop local energy projects.

The postholder will work as part of the Climate & Nature Recovery Team, contributing to the development of community energy across Mid Suffolk and supporting wider team priorities where appropriate.

DUTIES AND RESPONSIBILITIES:

Community Engagement & Partnerships

- Build and maintain relationships with community organisations, community energy groups, parish councils, village halls, local organisations and relevant partners.
- Act as a key point of contact for communities engaging with the BRACE Programme.
- Develop and maintain effective partnerships that support community energy, resilience and local energy opportunities.
- Plan and support community meetings, workshops, networking events and other engagement activities.
- Encourage collaboration and knowledge sharing between community groups and stakeholders.

Community Energy Project Development

- Support communities to identify, develop and progress community energy projects from initial ideas through to implementation.
- Assess project opportunities and help communities identify barriers, priorities, actions and appropriate next steps.
- Develop and maintain a pipeline of potential community energy projects and opportunities across Mid Suffolk.
- Support existing community energy groups to develop their projects, organisational capacity and delivery plans.
- Support communities to develop project plans, identify potential delivery routes and establish clear actions required to progress projects.
- Coordinate community-facing project activity and follow up agreed actions to maintain project momentum.
- Support local energy and neighbourhood planning activity and identify opportunities arising from community priorities.
- Support communities to progress projects towards delivery by helping coordinate partners, actions, funding and other requirements.

Technical & Specialist Support

- Coordinate access to energy audits, feasibility studies, technical advice and other specialist support where required.
- Work with commissioned technical providers to ensure community needs are clearly communicated and appropriate support is provided.
- Support communities to understand technical findings and recommendations and consider how these may inform project development, without providing specialist technical or engineering advice.
- Coordinate relevant Council services, partners and specialist providers where required to support project development.
- Support communities to use technical and feasibility information to inform project decisions and next steps.

Funding & Grant Support

- Identify relevant grant, investment and external funding opportunities and support communities to understand available funding.
- Support delivery of the BRACE grant programme in accordance with agreed criteria and processes.
- Support communities and partners to develop projects that are suitable for future funding opportunities.
- Support communities to identify appropriate funding routes and prepare for future funding applications.

Programme Monitoring & Evaluation

- Maintain appropriate project records and information.
- Monitor project progress against agreed actions, milestones and timescales.
- Support programme monitoring, reporting, case studies and evaluation.
- Provide relevant information to support BRACE Programme reporting and wider Climate & Nature Recovery Team requirements.
- Identify and raise significant project risks, issues or barriers with the appropriate programme or service lead.

Wider Community Energy & Team Support

- Contribute to the wider development of community energy across Mid Suffolk and share learning and opportunities arising from the BRACE Programme.
- Support relevant community energy networking, partnership and engagement activity.

- Work collaboratively with colleagues across the Climate & Nature Recovery Team and other Council services where appropriate.
- Support wider team priorities where these align with the remit and objectives of the post.
- Contribute to the development of resources, guidance and learning that can help communities develop future projects.

Occasional evening or weekend attendance at community events may be required.

Additional information

- Does this job require a DBS check? **No**
- This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **No**
- The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
<ul style="list-style-type: none"> • Educated to A-Level standard or equivalent, including relevant vocational qualifications such as BTEC or NVQ Level 3, or equivalent relevant professional experience. 	A/I
<ul style="list-style-type: none"> • Relevant qualification, vocational training or equivalent professional experience in community energy, sustainability, climate change, environmental management, community development, project management or a related area. 	A/I
<ul style="list-style-type: none"> • Evidence of continuing professional development relevant to the role. 	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	

<ul style="list-style-type: none"> • Experience of community engagement, partnership working, project coordination or project development. • Knowledge or experience of community energy, renewable energy, sustainability, climate change or local climate action. • Experience of working with community organisations, voluntary groups, parish councils or similar stakeholders. • Experience of coordinating projects, actions and multiple stakeholders to agreed timescales. • Experience of identifying funding opportunities and supporting grant or funding activity. • Experience of organising or supporting meetings, workshops, events or engagement activities. • Experience of working independently, organising own workload and managing competing priorities. • Experience of preparing clear written information, project updates or reports. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Desirable:</p> <ul style="list-style-type: none"> • Experience of local energy planning or community-led energy projects. • Experience of working within local government or another public-sector environment. • Experience of supporting technical project development or coordinating specialist providers. • Experience of grant programme delivery or administration 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i></p>	
<ul style="list-style-type: none"> • Strong communication and interpersonal skills, with the ability to build effective relationships with a wide range of people. • Ability to engage confidently with communities, parish councils, partners and professional stakeholders. • Ability to explain complex information clearly to community groups, partners and non-specialist audiences. • Strong organisational and project coordination skills, with the ability to maintain momentum and follow up actions. • Ability to coordinate multiple projects, stakeholders and competing priorities. • Ability to work collaboratively across Council services and external organisations. • Proactive approach, with the ability to identify opportunities, solve problems and work using own initiative. • Ability to recognise risks, issues and barriers and escalate them appropriately. • Good written communication skills and ability to prepare clear updates, reports and project information. • Computer literate and competent in the use of standard Microsoft Office and digital systems. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

OUR BEHAVIOUR'S	
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



