

## **Promoting Carbon Reduction in Lochaber Through Raising Awareness of Waste Reduction and Energy Efficiency**

**JOB TITLE:** Environmental Development Officer

**LOCATION:** Based at An Drochaid, Claggan Road, Fort William, PH33 6PH. Also working throughout the Lochaber area within the community and home based as needed.

**HOURS:** 28 hours per week (0.8 FTE)

**CONTRACT DURATION:** Fixed term until March 31<sup>st</sup> 2022

**SALARY:** The salary is £19,600 per annum, equivalent to 0.8FTE of £24,500 per annum. The salary is to increase to £20,000 per annum in April 2021, equivalent to 0.8FTE of £25,000 per annum.

## JOB DESCRIPTION

### ABOUT LOCHABER ENVIRONMENTAL GROUP (LEG)

LEG is a registered Scottish Charity and a Company Limited by Guarantee.

Our purpose is to help and encourage everyone in Lochaber to reduce their impact on the environment by:

- (a) Promoting the preservation, conservation and restoration of the natural environment of Lochaber for the benefit of the community.
- (b) Providing information and training about the environment and about ways to live in a more sustainable manner.

Low Carbon Lochaber is one of LEGs main current projects and is funded by the Scottish Government's Climate Challenge Fund (CCF). The Low Carbon Lochaber project runs until 31st March 2022 and focuses on energy efficiency, active travel, and local food production and distribution. The main elements of the project include:

- **Promoting Carbon Awareness:** Helping people to understand and be aware of how their lifestyle choices impact on the environment. Offers encouragement to move to lower impact options.
- **Reducing energy usage:** Supporting householders and businesses to reduce their energy usage.
- **Bike Kitchen:** A bicycle repair, rehoming and tool library project to encourage cycling as a means of transport in Lochaber. Extra funding provided by Paths for All.
- **Food Lochaber:** A local food initiative to connect local producers with local buyers with an emphasis on encouraging seasonal foods.
- **Electric vehicles:** Promoting the replacement of petrol and diesel with electric

Please see LEG's website for more details about the organisation and current projects:  
<http://lochaberenviro.org.uk/>

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title: Environmental Development Officer

Responsible to: LEG Directors and the CCF Coordinator for “Low Carbon Lochaber” Project

Location: Fort William, Lochaber. (Home-working initially). Travel across Lochaber required.

### 2. JOB PURPOSE

Lochaber Environmental Group are looking for an Environmental Development Officer to join the Scottish Government Climate Challenge Fund project “Low Carbon Lochaber” working on a variety of initiatives in the Lochaber area.

The primary responsibility of the post holder will be to promote low carbon behaviours in Lochaber through the delivery of energy advice to create warm, affordable homes and the promotion of sustainable transport such as electric vehicles.

Working in partnership with voluntary, statutory and partner agencies within the Lochaber area, the post holder will encourage, promote, and inspire carbon savings and awareness throughout the local area.

The post holder will work closely with other Environmental Development Officers to deliver the Scottish Government Climate Challenge fund project “Low Carbon Lochaber” and report to the Board of the Lochaber Environmental Group. The post holder will contribute to the management, administration and reporting of both the project and the wider organisation as well as the development of community based initiatives to increase local food production, promote active travel and carbon literacy education for adults and school groups.

The post holder is expected to travel across Lochaber and will therefore need to be based locally. The main office is in Fort William; however, flexible-working and home-working are available.

### 3. JOB ROLE

The post holder is required to:

- Carry out energy surveys in domestic and commercial properties throughout Lochaber, assisting residents and businesses to reduce their carbon footprint. These currently make use of thermal imaging and electricity monitoring equipment.
- Engage and liaise with Lochaber residents and businesses advising on energy efficient practices.

- Engage with home-owners, businesses and other organisations to promote renewable energy and micro-renewables.
- Work with Home Energy Scotland, Energy Savings Trust, Zero Waste Scotland and other organisations as appropriate to help households and business undertake energy efficiency improvements.
- Organise and publicise engagement events on relevant topics (such as electric vehicles, renewable energy, waste reduction, energy efficiency, climate literacy), and support other organisations to carry out similar events.
- Establish and/or develop links with a range of partnership organisations, including Home Energy Scotland, Fort William Town Team, Fort William Men's Shed, Highland Council, other similar organisations and local shops.
- Work alongside the other Project Officers to manage and administer the project, write reports, submit claims, and monitor and evaluate project data to deliver on project outcomes and targets.
- Strengthen community engagement activities, focusing on key neighbourhood locations (shopping centres, community facilities), and using existing educational materials to increase participation in the project, when appropriate.
- Regularly update LEG's social media and website with relevant content.
- Continue an existing programme of school visits across Lochaber to encourage students to become their own community advocates for energy efficiency, waste reduction and climate literacy.
- Support the overall organisational work of LEG and explore further funding opportunities.
- Be prepared to participate in events and training sessions organised by the funding body or others which improve the job-holder's understanding of relevant issues.
- Work in partnership alongside the other Environmental Development Officers. Supporting and assisting their areas of responsibility and covering for absences, when required:
  - Running the 'bike library', enabling locals to try out bikes and e-bikes.
  - Organising growing and composting classes across Lochaber to promote local food growing.
  - Managing the 'Food Lochaber' group, enabling local producers to sell to local consumers.
  - Supporting LEG Power and the development of a community hydro scheme.
  - Facilitate a machinery share scheme to bring fallow land back into production
  - Engage residents in Lochaber in a home composting scheme, encouraging food waste recycling in the community.

#### **4. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

**Essential:**

1. Knowledge of energy efficiency and low carbon alternatives.
2. Strong internal organisational and team working skills.
3. A proven commitment to environmental issues.
4. Excellent customer care and communication skills.
5. Experience of administration.
6. A self-starter with an ability to work with minimum supervision.
7. Proficient in use of basic software systems (Excel, Word, Publisher, Outlook) is essential for report writing and data management.
8. Full driving licence and access to vehicle for business purposes, travel across Lochaber is required.

**Desirable:**

1. Building energy assessment training (City and Guilds Energy Assessment and/or Green Deal Advisor, and/or Domestic Energy Assessor or similar) would be highly desirable.
2. Experience conducting home energy surveys.
3. Knowledge of energy efficiency advice and policy.
4. Knowledge of renewable energy installations and heating systems.
5. Knowledge of fuel poverty issues.
6. Knowledge of the costs/benefits of different energy sources.
7. Knowledge of sustainable transport and electric vehicles.
8. Experience with a range of social media platforms and websites for developing local initiatives/services.
9. Advanced data management and analysis skills in Excel.
10. Some experience of basic IT support, cloud storage, Microsoft licensing, and account management.
11. Experience of the Box and/or Dropbox secure storage systems.
12. Experience of designing and delivering training programmes.
13. Experience organising and promoting events.
14. Experience of project management and reporting to and claiming from funders.
15. Experience working in the third sector.
16. Experience of engaging communities in sustainable development or similar projects.
17. Good networking and partnership development skills.
18. Knowledge of Lochaber or rural communities.

#### **APPLICATION PROCESS**

**To discuss the post in more detail:** please contact Jessica Maxwell (LEG Director) on [jessica.lynch.maxwell@gmail.com](mailto:jessica.lynch.maxwell@gmail.com).

To apply please complete the application form here: <https://forms.gle/bfw65cMT6FmBQEVy8>