



**Job Title:** Community Development Officer Inverness  
**Location:** Inverness

**Salary:** £25,000 - £28,000 dependent on experience pro rata

**Hours:** 20 hours per week part time

**Contract:** Fixed term until 31 March 2025 (scope to extend subject to funding to 2026)

**Reports to:** Highlands & Islands Climate Hub Manager

### **BACKGROUND AND PURPOSE OF THE ROLE**

The Highlands & Islands Climate Hub is fully funded by the Scottish Government and is one of a network of Climate Action Hubs established across Scotland to offer networking, support and encouragement of community led climate action. The vision for the Hub is to support and empower communities to develop local solutions to make the transition to net zero and climate resilient living through empowerment and capacity building in communities throughout the region.

The Hub has been operating since September 2021 and is a membership organisation supporting communities across Highland and the Northern Isles of Orkney and Shetland. The vision of the overall Hub Programme defined by Scottish Government is A network of climate action hubs providing a vehicle for communities to come together and engage in collective climate action, supporting the just transition to net zero and climate resilient living, and driving wider change.

### **Main Objectives of the Hub 2024-25**

Local communities have the confidence and capacity to respond to the climate emergency

- Local communities have the knowledge to respond to the climate emergency
- Local communities have the skills to respond to the climate emergency
- Local communities are making use of relevant climate emergency information and data

Broad collaboration and networking, ensuring the engagement is representative of the local community

- Additional/strengthened partnerships, networks and collaborations are facilitated
- Diverse and representative local communities are engaged in climate action, facilitated by the hub including the targeting of previously unengaged communities

Increased community-level mitigation or adaptation/climate resilient actions

- Local communities are supported by the hub to implement climate mitigation, adaptation or biodiverse actions
- Additional funding is brought in for climate mitigation or adaptation Purposes

Local communities are empowered to be involved in and influence policy and decision-making

- Climate emergency is mainstreamed in local and regional plans and policies

Driving innovations or opportunities that have potential to benefit the wider community at a local or national level

- Potential innovative climate actions or policies identified
- Support for scoping or testing of innovative climate action or policy opportunities

## **JOB PURPOSE**

The role of Development Officer will be to contribute towards the delivery of the Highlands & Islands Climate Hub CIC successfully for the Scottish Government. The role will support communities throughout the region to collaborate, network and assist community groups in design, development and delivery of community led climate action projects. Signposting, networking and taking a proactive approach to join people and communities together.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Support communities and community-based organisations in the Highlands and Northern Islands to carry out sustainable community led climate action projects with the area responsibility of Inverness City
- Support the development of networks through attendance at events, hosting networking events both online and in person and/or working within existing climate action network structures
- Connect with a range of stakeholders and community-based networks on the benefits of community climate action
- Research and prepare guides on examples of best practice for community led climate action projects
- Assist groups throughout the region on design, development and delivery of projects by offering advice and support from funding applications to project planning, be adaptable and considerate of needs assisting in building capacity within organisations
- Develop and lead on a range of community climate action events and networks
- Support groups and communities to access a range of funding for climate action projects
- Assist communities by delivering carbon literacy training and development
- Prepare literature and online content on the benefits of climate action projects
- Work with the wider climate hub team to deliver and exceed our anticipated organisational outcomes and outputs
- Any other task as needed to fulfill the core aims of the Hub

## **Skills and Qualifications**

### **Essential**

- Experience in a community development role
- Experience and knowledge of the structures that exist at community level including Community Planning Partnerships and the nature of work across the third and voluntary Sector
- Experience working with third sector and community groups
- Knowledge of climate change and the challenges that this poses to communities throughout the Highlands & Islands

- Strong digital communication skills including Office 365

### **Qualities**

- Good organisational skills
- Ability to connect with peers, staff and members of the Highlands & Islands Climate Hub
- Good attention to detail and accurate record keeping
- Excellent communication and interpersonal skills with people, at all levels, face to face and in writing
- Excellent time management skills
- Flexibility and a proactive attitude
- Passionate about climate change, biodiversity, climate justice and the empowerment and the power of communities

### **Qualifications**

A degree in a related subject relevant to climate would be desirable however evidence of work experience in the community sector will be acceptable