

COP26 COMMUNITY ENERGY MOBILISER APPLICANT INFORMATION PACK



ABOUT US

Community Energy Together For Our Planet is a new partnership of like-minded community energy associations who are working to ensure the voice of citizen energy is heard by policy makers and the public in the run up to and beyond COP26. Membership includes Community Energy England, Community Energy Scotland, the Local Energy Hubs, Power to Change, and community energy organisations like Westmill solar and Westmill Wind co-operatives.

The post will be based within Community Energy England (CEE), which is a membership association that represents a growing network of over 270 organisations. Our membership includes community energy enterprises and other organisations from the private and public sectors, all of whom are committed to the development of the community energy sector. We are a team of five, split across offices in Sheffield, London, and working remotely. We are governed by a board of ten individuals from member organisations. Please take a look at our [Annual Report 2020](#) for more information on our work and impact.

Our vision is: A thriving community energy sector integrated into and truly powering a fair, zero-carbon energy system.

Our mission is: To help active community energy organisations implement new projects, innovate and grow.

DIVERSITY AND INCLUSION

We recognise that a diverse workforce is an asset and our aim is to drive inclusion into every area and activity of what we do. In our commitment to continue to diversify our staff, board and programmes, we are particularly keen to hear from those who identify as: being from the global majority/UK minority; LGBTQIA+; women; living with a disability, or those that come from an underrepresented group.

Applicants who require reasonable adjustments

If you have any specific requirements in order for you to fully engage in the recruitment process, please email Charlotte Heywood - c.heywood@communityenergyengland.org or call 033 3303 4126.

THE ROLE

The UK is hosting a major international climate summit, known as COP26, in Glasgow in November. The Community Energy Together For Our Planet Partnership was formed to demonstrate why and how local and democratically owned community energy is an essential part of the UK response to the climate emergency.

Your role will be to support that partnership and to work alongside other key networks such as The Climate Coalition to: raise the UK's ambition at COP26, particularly related to community energy, and; to support local movement building, creating a focal point for local groups to work together and feed into ongoing network building.

You will work with CEE's Chief Executive and will cultivate relationships with stakeholders and build momentum to ensure the community energy message is heard by decision makers and the wider public.

A key part of the role will be to raise the visibility of community energy ahead of COP26 through encouraging new activity and events, producing stories and case studies, developing resources, and driving effective communications and campaigns.

You will also bring together community energy events during COP26 to inspire UK Governments and other attendees that democratic energy is an essential part of any successful energy transition and utilising momentum and coverage of COP to build engagement in/awareness of local CE groups.

The post will extend beyond COP26 to ensure that a network and legacy is created that will continue to create impact well beyond COP26.

You will be a self-starter with strong communication and partnership skills, and happy to work with different groups across the UK and beyond.

WHAT IS WORKING AT CEE LIKE?

Working at CEE is purposeful, collaborative and creative. You will enjoy working here if you would like to work as part of a small team but with a fair degree of independence, want to get involved in varied tasks, are open to working with people from all backgrounds, and are enthused by empowering communities and tackling climate change. We operate a flexible approach to working practices and strive to be innovative and inclusive. We are motivated and inspired by the impact that our members and networks make.

PRINCIPAL RESPONSIBILITIES

- Work with the Community Energy Together For Our Planet Partnership, The Climate Coalition and their networks to coordinate a series of climate change events and to develop key messages, campaigns and case studies in advance of the COP 26 climate conference.
- Support CEE's Chief Executive to effectively chair and collate the activities of the COP26 Community Roundtable.
- Help to develop influencing strategies for UK, devolved and regional governments related to community energy and climate action.
- Support community energy and climate change advocates to deliver a credible presence at the COP26 event.
- Develop relationships with key partners and stakeholders, laying a strong foundation for continued local/regional level organising and networks post COP26.
- Be responsible for administration relating to the programme, maintaining efficient records and generally be self-servicing.

PERSON SPECIFICATION

Person Specification	Essential	Desirable
Experience of organising policy & advocacy focussed events and/or experience of organising movement building and publicity focussed events	X	
Comfortable building constructive working relationships with a diverse range of stakeholders and coalitions	X	
Strong knowledge of the UK community energy sector, its current status and challenges	X	

Great interpersonal skills and an effective communicator, able to build impactful and trusting relationships that can inspire people to take action	X	
Works well as part of a team but also able to act with minimal supervision, prioritise quickly, focus on the important and work at accurately speed	X	
Ability to deal sensitively & discreetly with people & information	X	
Working knowledge of business software	X	
Willingness to work occasional unsocial hours, to travel as required (with notice)	X	
Knowledge of UK environmental community movements outside of the community energy sector		X
Experience of campaigning or community organising		X
Knowledge of broader policy debates such those related to climate change		X
Experience in shaping or influencing UK government or devolved community, climate, or energy policy		X

BENEFITS, TERMS AND APPLICATIONS

Location: Flexible/home-based. Office space, once that is permitted, may be available with the CEE team in Sheffield or London, or possibly with one of our members or partners elsewhere in the United Kingdom.

Salary: £27k per annum pro rata.

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Hours: Full time (35 hours per week), job share or part time (minimum 21 hours) will all be considered. Please contact us with any further questions regarding hours.

Occasional travel and weekend/evening working (with notice) may be required, for which time off in lieu will be arranged. Travel expenses will be paid by CEE in line with our sustainable travel policy.

Contract Period: Fixed term contract for 8 months, with the possibility of extension dependent upon funding.

Start date: ASAP.

Reporting to: CEE Chief Executive.

Leave: 25 days paid holiday a year (pro-rata) plus Bank Holidays.

Pension: Minimum 5% employer pension contribution.

Other Benefits: Cycle to Work scheme and Climate Perks scheme, which offers extra 'journey days' of annual leave to empower staff who choose low-carbon holiday travel.

Application process

If you would like to apply for this opportunity, please send your CV with a covering letter (maximum 4 pages) demonstrating your suitability, how you meet each of the key requirements and why you are interested in this role to Charlotte Heywood - c.heywood@communityenergyengland.org.

We are using a blind recruitment process in an effort to reduce bias in the hiring process. Please ensure that you exclude all identifiable information where possible from your cover letter and CV, such as your name, age, ethnicity and gender. Your application will then be assigned a number before being passed onto the recruitment panel.

We also ask that you complete the Diversity and Equal Opportunities Monitoring Form for Applicants. The personal information you provide will be treated as strictly confidential and will be used only for diversity and equal opportunities purposes. It will not be taken into consideration for shortlisting or interviewing purposes. If you decide not to complete this form it will not prejudice your application in any way.

The closing date for applications will be 10 am 21 June 2021. Late submissions will not be considered. All applications will be acknowledged, but only shortlisted candidates will be interviewed. Interviews will be held online on 29 June 2021.

If you would like an informal conversation about the role and the organisation before applying, please contact Charlotte Heywood - c.heywood@communityenergyengland.org.

Applicants must have the right to work in the UK.