



CREATING ENERGY WE CAN ALL FEEL GOOD ABOUT

lowcarbonhub.org

Community Engagement Manager

Title of post:	Community Engagement Manager
FT or % P/T:	Full time (36 hours) 3 years' fixed term contract Would consider part time for the right candidate
Principle location of work:	Low Carbon Hub offices, Oxford city centre
Salary:	£25,000 plus 3% employers pension contribution
Holiday entitlement:	25 days plus bank holidays
Immediate line manager:	Social Impact Manager
Staff managed:	None
Closing date for applications:	21 January 2019
Interview Date:	28 January 2019

About Low Carbon Hub

The Low Carbon Hub is a social enterprise that's out to prove we can meet our energy needs in a way that's good for people and good for the planet. The days of fossil fuels are numbered, and the shift to renewable generation is gaining pace giving us the opportunity to reshape the way we manage our energy.

We develop community-owned renewable energy in Oxfordshire and re-invest 100% of our own surplus in our mission to create a zero-carbon energy system we can all feel good about.

The Low Carbon Hub is now embarking upon a new phase of its journey, working with several partners, small and large, including academia, local authorities, central government and commercial businesses, to demonstrate in practice how to make that goal a reality.

We are a small team of committed individuals and are looking for individuals who are open to exploring and developing new ways of doing things, who are proactive and driven to achieve change and whose motivation is the overall wellbeing of our communities and our planet.

You can read more about us on our website: www.lowcarbonhub.org

Overall purpose of the job

The Low Carbon Hub works by mobilising communities, building capacity and enabling everyone to take part in creating the shift to a sustainable energy future. As Community



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Engagement Manager you will have a key role to play in engaging low carbon communities across Oxfordshire in the design and delivery of community-energy products and services that enable local people to reduce their carbon footprint.

As a new post in our small communications and engagement team, the role has two elements: First, to support our on-going relationship with low carbon groups across the County, in particular our 27 Community Member Groups. Second, to test, design and deliver a number of products and services in a community setting.

We have recently been successful in winning several bids for some major projects, where this post will have a role.

Nature and scope

We are looking for an organised and flexible team player to deliver our community engagement activity.

You will be responsible for:

- Designing and delivering community engagement processes such as workshops and focus groups to feed into the design, promotion and management of products and services.
- Deliver the promotion and marketing of projects to ensure effective engagement with the target audience on a range of community engagement activities (in conjunction with the Communications and Engagement team)
- Play an active role in the development and management of monitoring and evaluation systems
- Partnership development and liaison with a range of stakeholders, potentially including community groups, local authorities, voluntary sector associations, housing associations, youth groups and schools.
- Contribute towards the delivery of multi-stakeholder projects, with a particular focus on encouraging grassroots participation.
- Relationship management with our CIC Community Group Members, and other key community stakeholders including feeding into our regular stakeholder communications.
- Running our Community Grants Programme, promoting and administering grants to our Community Group Members.
- Liaising with, and reporting to project partners and funders on a timely basis
- Representing Low Carbon Hub at external events as required
- Other tasks and duties as required to support community engagement in the Low Carbon Hub.

Experience, knowledge and skills:

The following skills and experience are essential for the role:



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- At least three years' work experience in community development, community organising or a similar role.
- Strong track record in successful project management, with responsibility for delivery of projects including planning and budget management.
- Experience of leading on the design and delivery of successful community consultations and/or facilitated events.
- Ability to develop fruitful relationships and projects in cross-sectoral partnerships.
- Demonstrable understanding of the community and voluntary sector and experience of working in, or with, community and voluntary bodies.
- Excellent time management skills, including priority-setting, multi-tasking and problem-solving whilst delivering a number of projects to set deadlines.
- Strong written and verbal communication skills, with the ability to engage a wide range of people in an appropriate manner.
- Good reporting and analytical skills, with experience of outcomes-based project monitoring and evaluation.
- Self-motivated with ability to work on own initiative with limited supervision.
- Evidence of a positive 'can do' approach and flexible attitude to work and project development and delivery.
- Happy to work occasional evenings and weekends, in order to attend community group meetings and events.
- Good IT skills with extensive experience of using Microsoft Office programmes (Word, Excel, PowerPoint) and experience of Customer Relationship Management databases.
- A commitment to the Low Carbon Hub's work and mission.

Desirable skills and experience:

- Knowledge of renewable energy and energy efficiency technologies and systems, and familiarity with the range of initiatives currently operating in the community energy arena.
- Experience of product and services development and testing.
- A valid driving licence (some of our projects are delivered in areas not readily accessible by public transport) (Car ownership not required).
- Experience of supporting communities to develop energy-related projects through inclusive consultation processes.
- Degree level qualification or equivalent.

How to apply

Please use the application form to apply. CVs and supporting letters will not be considered as part of the application process.



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Your applications should demonstrate how your skills and experience relate to the person specification above.

Deadline for applications is 21 January 2019 with interviews scheduled for 28 January 2019.

Applications should be sent to info@lowcarbonhub.org with 'Community Engagement Manager' in the subject.