

## Job Description

**Post Title:** Net Zero Hub Community Energy Development Officer  
**Post Reference:**  
**Grade:** K  
**Duration:** Fixed Term to September 2025 (Secondments considered)  
**Reports to:** Net Zero Hub Project Manager

### Job Purpose

The post holder will identify and engage with community energy groups, supporting and enabling them to successfully access funding and work with them to formulate and deliver on community energy related initiatives that support delivery of local net zero strategy.

This role may require some flexible and lone working with potentially some unsocial working hours (e.g. early evenings, weekends) in order to maximise the resource available to community groups interested in developing Net Zero projects.

### Competency Framework Level

	General Competencies
<b>All Staff</b>	<ul style="list-style-type: none"> <li>• We do what we say we will</li> <li>• We do it when we say we will</li> <li>• We aim for excellence</li> <li>• We keep people informed</li> <li>• We strive to learn and develop</li> <li>• We give and receive constructive feedback and act on it</li> </ul>

### Officer

	Leadership & Direction
<b>Officer</b>	<ul style="list-style-type: none"> <li>• Recognises what they have to do to achieve the vision within their area of work</li> <li>• Communicates clearly about what outcomes will be achieved</li> <li>• Delivers the tasks that form the project or program with diligence to deliver identified value added activities and outputs</li> <li>• Understands the contribution they can make to corporate and service objectives by their delivery</li> <li>• Identifies an issue, suggests solutions and ensures escalation in order to achieve a solution</li> <li>• Brings ideas, suggestions and solutions to the betterment of deliver based on their delivery experience</li> </ul>

	Communication & Influence
<b>Officer</b>	<ul style="list-style-type: none"> <li>• Communicates with colleagues across functional areas to ensure a “joined up” approach to delivering services for the customer</li> <li>• Identifies and articulates issues at the task/delivery level to managers</li> <li>• Listens carefully to understand others’ views</li> <li>• Understands the influences that could affect task delivery and articulates the adaptations that might be necessary for continuous successful delivery</li> <li>• Thinks beyond, to expresses ideas on efficiencies, and streamlined approaches through understanding of the task delivery</li> <li>• Communicates with assistants hourly, daily and weekly on the progress of the tasks</li> </ul>

	Experience & Technical
<b>Officer</b>	<ul style="list-style-type: none"> <li>• Supports the organisation on a day to day basis on defined projects or programmes</li> <li>• Has most of the technical knowledge / skills required to undertake their day to day responsibilities and can independently access anything outside of their skillset</li> <li>• Manages day to day relationships with other staff members within their field</li> <li>• Is responsible for day to day output of work</li> <li>• Manages more junior officers in their projects / programmes</li> </ul>

	Responsibility & Accountability
<b>Officer</b>	<ul style="list-style-type: none"> <li>• Has operational responsibility and accountability to (Senior) Manager for their delegated areas of responsibility</li> <li>• Has operational responsibility and accountability to (Senior) Manager for their delegated areas of responsibility</li> <li>• takes personal ownership of challenges/issues through to resolution</li> </ul>

## **Duties & Responsibilities**

1. Develop robust and transparent process for engaging with diverse community groups. Use own initiative to identify new ways to proactively engage with groups and work with stakeholders to promote the opportunities of community energy, including presenting at events and raising awareness of the scheme via established networks.
2. Identify community energy project potential within the North East and Yorkshire, working with stakeholders to identify and progress viable schemes. Assist groups to prepare specification and tender documents for external consultancy where required.
3. Be responsible for effective communication with key organisations and manage effective networks and working relationships with key stakeholders. This will include managing the website, including sourcing information, and updating and maintaining the site as a relevant and dynamic source of information.
4. Provide initial guidance on eligibility for funding and work with community groups to develop robust grant applications or signpost groups to alternative project support. Engage effectively across the whole Hub geography, ensuring that quality is consistent, benefits are equitably distributed, learnings are shared, and effective communication is maintained.
5. Support the administration of key DESNZ programmes and be able to summarise objectives, key developments, and linkages with Hub programmes and activity, in support of the Hub Manager and wider team.
6. Take responsibility for own professional development needs to maintain up to date knowledge of the low carbon energy opportunities relevant to the community energy sector, including but not limited to policy/regulatory changes and funding opportunities. Undertake any other duties and such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
7. Be responsible for the production, quality control and distribution of reports for stakeholders. Ensure that data and information is provided when required and that arising questions are dealt with effectively.
8. Represent the Hub at stakeholder meetings as required and feed back to team colleagues. Stakeholders will include DESNZ officials, senior LEP/Combined Authority representatives, and other organisations with whom the Hub collaborates.
9. Take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
10. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

11. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act and behave according to the Employees' Code of Conduct.