

# CARES DEVELOPMENT OFFICER - Fixed Term

Collaboration | Empowerment | Innovation | Integrity | Passion

**CHANGEWORKS.**



**Collaboration,  
empowerment,  
innovation, integrity  
and passion are the  
values which shape  
our behaviours  
and actions.**



Dear Candidate

I'm Rab Lees, the Development and Delivery Team Leader for the Local Energy Scotland Team, delivering the Scottish Government's Community and Renewable Energy Scheme (CARES). I have worked with Changeworks for 13 years and I am based in our Fort William Office.

CARES programme 2026/27; you would be joining us at a very exciting time for Local Energy Scotland. Building on our past 13 years of CARES delivery and looking forward to the next three years delivering the new CARES contract. This post will play a key role in the delivery of CARES in the Glasgow area of Scotland

We're delighted to be recruiting a CARES Development Officer for the Glasgow area. The post will primarily cover the Glasgow and surrounding area with potential for occasional project work in some other areas of Scotland.

The role will involve assisting community organisations in developing community energy projects through CARES funding themes, that include the following:

- Community Energy Generation Growth Fund to support communities to develop their own renewable energy generation projects, such as installing wind turbines and solar panels.
- To help local community groups to decarbonize their buildings through the installation of renewable measures such as heat pumps and solar PV panels, alongside energy efficiency measures that reduce costs and emissions
- Capacity building and development support to help develop and progress early ideas for new community energy projects.
- To assist community with opportunities to make an investment in a shared ownership stake in a commercially owned renewable energy development or to receive community benefit that may come from such projects.

We're keen to hear from anyone interested in this role especially if you have experience in community and/or renewables development with a passion for supporting communities.

The role will be mainly desk/office/home based, but there will be a requirement for occasional travel around the Glasgow area other areas of Scotland.

Kind regards

Rab Lees  
Hiring Manager



The application process	
<b>Application deadline</b>	10am Monday 8 <sup>th</sup> June 2026
<b>Interview date</b>	Week commencing 15 <sup>th</sup> June 2026
<b>Interview location</b>	Online - Microsoft Teams
<b>Interview format and length</b>	45-minute formal interview, including a 10-minute presentation
Contact details	
<b>General enquiries about this job</b>	Reception 0131 555 4010
<b>For an informal discussion about this job</b>	Rab Lees, CARES Development and Delivery Team Leader <a href="mailto:rab.lees@localenergy.scot">rab.lees@localenergy.scot</a> - 07781 109008
Job Description	
<b>Job title</b>	CARES Development Officer - Glasgow City and surrounding areas (and Scotland wide)
<b>Job reference</b>	CDEVO-Glas.
<b>Duration</b>	Fixed Term to 31/03/2027 (with the possibility of an extension)
<b>Salary and grade</b>	A7 point 27 - 30 (£33,302 - £36,872) per annum pro rata + 8% employer pension contribution
<b>Location of job</b>	Office, hybrid or remote, with flexibility on location
<b>Hours and terms</b>	35 hours per week. (Slightly reduced / part time hours may be considered). This is a fixed term full-time position (35 hours over 5 days per week) proposed start date 24 <sup>th</sup> August 2026 through to 31 March 2027. After this date, the role may continue for an extended period, subject to available additional funding. All dates can be discussed.
<b>Holiday terms</b>	26 per annum + 9 public holidays – pro-rata
General terms and conditions	
<ul style="list-style-type: none"> <li>• Changeworks operates a flexi-time system with core hours. There is no overtime payment for this post.</li> <li>• You may need to undergo a Disclosure Scotland check depending on the requirements of the post. Depending on the nature of any convictions that may be disclosed, Changeworks reserves the right to terminate employment with or without notice.</li> <li>• All of the responsibilities outlined below will be reviewed and modified as necessary through consultation with line managers.</li> </ul>	
<b>Responsible to</b>	CARES Development and Delivery Team Leader
<b>Responsible for</b>	There are no line management responsibilities for this role
<b>Purpose of the job</b>	The promotion and delivery of the CARES programme
Main objectives and goals	
<ol style="list-style-type: none"> <li>1. Promote, advise and support local community groups, charities and faith groups to apply for CARES and other appropriate schemes and to support them in developing and implementing renewable energy generation, decarbonised heating and other eligible projects.</li> <li>2. Ensure local communities, charities and faith groups are aware of the suite of resources that they can access through CARES support.</li> <li>3. Provide handholding support through project development and construction to deliver renewable energy generation and/or decarbonised heat projects and/or improve community buildings / assets.</li> </ol>	

4. Work with our Team of specialists and professional advisors supporting communities to maximise impacts from community benefit funds and assess opportunities to invest in community shared ownership of commercial scale renewable energy projects.
5. Be responsible for a portfolio of projects across Glasgow and surrounding areas.
6. Deliver presentations and to promote CARES and to represent Local Energy Scotland at local and national events.
7. To complete impartial appraisals of CARES applications, maintaining excellent attention to detail and ensuring a robust and fair application assessment.
8. Check and process grant and loan claims prior to releasing to fund administration colleagues for payment.
9. Maintain accurate and up-to-date records and complete reports and administration duties within deadlines.
10. Work closely with the Local Energy Scotland Team and other colleagues to contribute to a positive team environment.
11. Share best practice and learning with the network of Local Development Officers to ensure the network maximizes its impact and effectiveness.
12. Undertake tasks for the Local Energy Scotland wider team from time-to-time as agreed with your CARES Manager.

## **Key contacts**

Rab Lees, Development and Delivery Team Leader: [rab.lees@localenergy.scot](mailto:rab.lees@localenergy.scot); 07881 109008

Person specification	Essential	Desirable
<b>Person specification</b>		
Please explain how you meet the following criteria in your job application		
<b>Experience</b>		
Educated to degree level (or equivalent) in related subject	✓	
Knowledge of renewable sector		✓
Excellent communication, customer engagement and presentation skills	✓	
Experience in financial modelling		✓
Experience of assisting with funding applications and managing funding awards.		✓
<b>Skills and knowledge</b>		
Knowledge of the community sector		✓
A proven track record in delivering results	✓	
Experience of assisting with funding applications		✓
Ability to manage workload and be responsible for a portfolio of projects	✓	
Knowledge of off grid systems, energy storage and local energy supply		✓
<b>Personal qualities and attributes</b>		
Ability and confidence to make decisions		✓
Self-motivated, able to work on own initiative with flexible approach to workload & tasks	✓	
Passion for customer service and community and local energy		✓
Problem solver	✓	
People person	✓	
A team player	✓	
Commitment to participate in Changeworks vision, mission and values		✓
Commitment to participate in a fair, compassionate and diverse working environment		✓
<b>Additional requirements</b>		
Full valid driving licence or other ways of fulfilling the mobility requirements of the job	✓	
<b>Staff Expectations of Management Experience</b>		
The post holder should expect and be open to:		
<ul style="list-style-type: none"> <li>• Effective leadership</li> <li>• A positive, honest and enthusiastic working environment</li> <li>• Regular and open communications</li> <li>• Being empowered to effectively achieve objectives and goals within your role</li> <li>• Be treated fairly and with respect</li> <li>• Regular and appropriate feedback through 1-2-1 meetings and annual appraisal and associated processes.</li> <li>• Having the opportunity to feedback to manager regularly and through the annual 360 process and staff survey</li> <li>• Adhering to all appropriate Changeworks policies to ensure consistency and fairness and health and safety of you and your colleagues.</li> </ul>		
<b>Complexity</b>		
The post holder must be able to:		
<ul style="list-style-type: none"> <li>• Adhere and advocate the Changeworks values and competencies</li> <li>• Demonstrate flexibility and versatility.</li> <li>• Be adaptable and open to new ideas and working practices if required.</li> </ul>		
<b>Creativity</b>		
<ul style="list-style-type: none"> <li>• Use their own initiative to provide the best possible outcomes over a wide range of projects</li> <li>• Examine and explore bespoke solutions to overcome unusual situations / issues.</li> </ul>		
<b>Special conditions</b>		
<ul style="list-style-type: none"> <li>• Occasional out-of-hours, overnight stays and weekend working may be required, for which flexi time will be given.</li> </ul>		

# WHO WE ARE

**Changeworks has been leading the way in delivering high impact solutions for lowcarbon living for over 35 years. We work with government, local authorities, housing associations, businesses, community groups and individuals to make it happen.**

We work for a positive low-carbon reality for everyone, ensuring a just transition for all towards a green economy and society. This will require a sustainable low-carbon society that seeks to reduce the scourge of fuel poverty. Tackling inequalities is core to this mission, as is addressing high levels of emissions among the most well off.

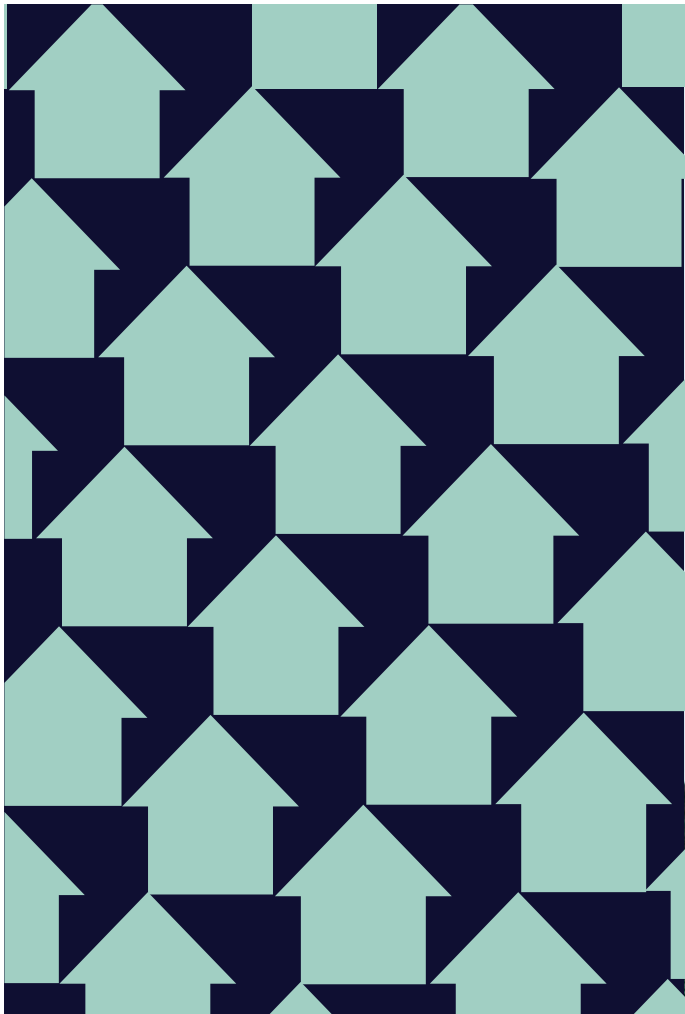
While we believe that individual actions to reduce emissions do make a difference, this action must be dramatically and radically scaled up to avert disaster in the time we have left.

Our commitment to a just transition ensures that we are developing and delivering solutions to benefit all sectors of society, including a focus on those who are suffering from fuel poverty.

We have a strong track record of:

- ▶ Working in partnership with others
- ▶ Building trust and engagement with communities to inspire action
- ▶ Researching and piloting new services
- ▶ Scaling delivery to reach more people
- ▶ Openly sharing our knowledge and expertise
- ▶ Technical and practical experience in the development and delivery of home decarbonisation

Collaboration, empowerment, innovation, integrity and passion are the values which shape our behaviours and actions.



**Bruce Wares**  
Marketing Manager  
**Home Energy Scotland**  
13 years at Changeworks

“**Changeworks is large enough to make a real, lasting impact on thousands of people and the communities and organisations we work with across Scotland.**”



[Read more about Bruce](#)

# OUR PEOPLE

**At Changeworks, we really value our talented and diverse people. That's why we do everything we can to be a supportive and positive environment that allows them to do their very best for the people we work with. We understand the importance of work-life balance and being flexible. Hybrid working is now the norm for the majority of our staff, with strong flexible working policies to allow you to work in the way that best suits you.**

Staff wellbeing is a key priority for us, with a dedicated staff group promoting wellbeing and supporting staff across Changeworks and continually improving what we offer. The more supported and happy staff feel, the more successful we can be at achieving our mission. And in our annual staff satisfaction surveys, they tell us they feel it too – the latest survey found that nearly 86% of staff felt supported by the organisation, 89% agreed that they approve of the company culture, and 88% are proud to work for Changeworks.

We also provide good opportunities for progression and development, with a dedicated learning and development strategy to help you meet your personal goals – more on that later. Many of our staff stay at Changeworks for the long term, able to develop their careers and find new avenues for their passion and talents.

In 2021 we achieved Investors in People Platinum, the highest level of that accreditation. Only a handful of other employers in Scotland have this, and only 2% of IIP members worldwide.

**Read more** about working with us from our team.



**Cat Gear**  
Facilities Officer  
5 years at Changeworks

**“ At Changeworks  
you’re not a number  
on the payroll, you’re  
a real person and folk  
are interested to get  
to know you. ”**

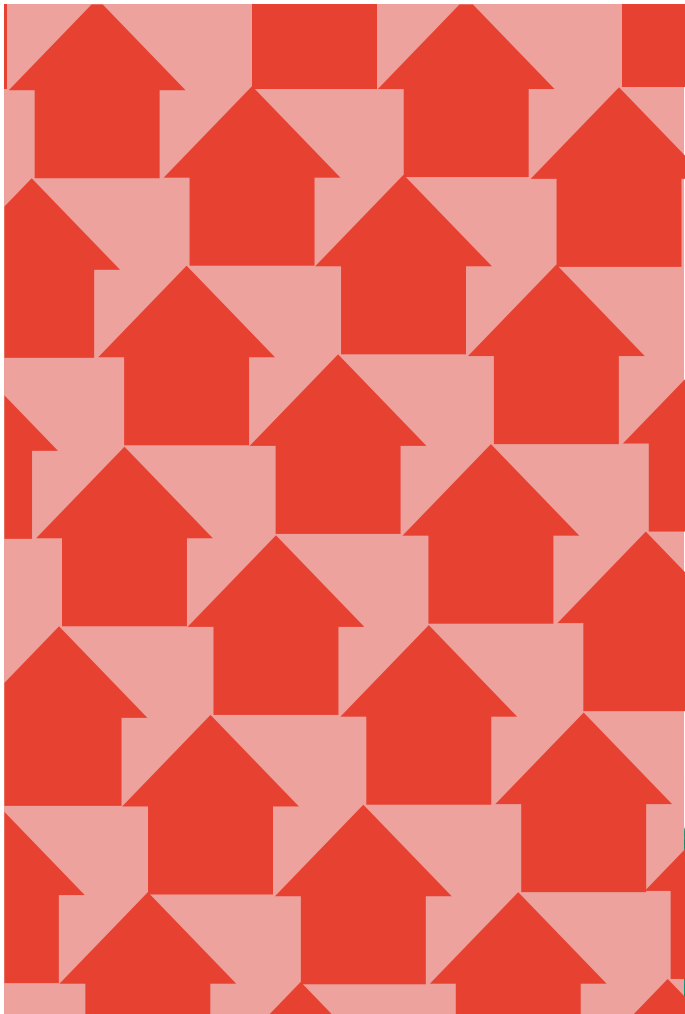


[Read more about Cat](#)

# OUR BENEFITS

Working at Changeworks isn't just about culture, it's also about a great package of benefits and policies designed to support you in being the best that you can be. These policies allow you to be flexible and do your best at work, while supporting you to manage any challenges that might come along.

<p><b>35</b> days leave per year (26 days plus 9 public holidays)</p>	<p><b>8%</b> employer pension contribution</p>	<p>Volunteering days</p>	<p>Allowances for home office furniture</p>
<p>Driving licence support programme for staff who require this skill for their post</p>	<p>Employee counselling service</p>	<p>Eye care vouchers</p>	<p>Annual flu vaccinations</p>
<p>Travel season ticket loans</p>	<p>Paid leave for childcare emergencies</p>	<p>Death in service</p>	<p>Bike to work scheme that covers e-bikes too, up to the value of <b>£3,000</b></p>
<p>Enhanced maternity, paternity and adoption leave pay</p>	<p>Shared parental leave</p>	<p>And even more policies to support your health and wellbeing</p>	<p>Find out more about why you should work for Changeworks</p>



**Joanna Long**  
Senior Impact Evaluation Consultant  
2 years at Changeworks

**“ The Bike to Work scheme meant I was able to get a folding bike, which has completely transformed my journeys to and from work. I love the flexibility and freedom it gives me, and I can’t imagine life without it! ”**



[Read more about Joanna](#)

# OUR IMPACT

**When you join Changeworks, you're joining an organisation with a long track record of achieving big things.**

Through our work with individuals, households, businesses and other organisations, we prevent hundreds of thousands of tonnes of carbon from damaging our fragile planet every year.

In 2020-21, our work meant a reduction of £2.2 million in people's heating and electricity bills, and over 3,000 measures installed in homes to improve energy efficiency.

That means helping people like Sheila Charters. A Borders resident, Sheila had her heating on for around 10 hours a day because she couldn't keep the heat in her home.

As part of delivering a Scottish Government scheme in the area, we were able to work with her to have external wall insulation installed. Not only did this refresh the outside of her home, it meant she only needed the heating on for an hour or so a day, reducing her bills and her emissions.

Our fuel poverty advice service also changes lives. Lives of people like Angus, who ended up with an estimated energy bill of over £1000. With us advocating to his supplier on his behalf and forcing an investigation, the bill was reduced to just £150.

We also worked with him to make sure he was on the best tariff and using his energy efficiently, all adding up to a saving of over £1200.

**We remove over 200,000 tonnes of lifetime carbon every year.**

**Hear more about the difference we make.**



Jay Scott  
ICT Support Technician  
6 years at Changeworks

“ Changeworks offers an excellent culture along with a great work-life balance. Each day I feel empowered to help my colleagues deliver excellent projects to benefit people across Scotland. ”



[Read more about Jay](#)

# OUR GROWTH

**Here's the best news: there's never been a better time to join Changeworks.**

The climate emergency is the biggest threat to life as we know it. We need to scale up the action we're taking to avert disaster, and Changeworks is leading the way.

We have ambitious plans to grow as part of our new strategy launched in 2022. Last year we added more new staff than ever before and we aren't slowing down. Our services will continue to expand as we work to decarbonise hundreds of thousands of homes across Scotland.

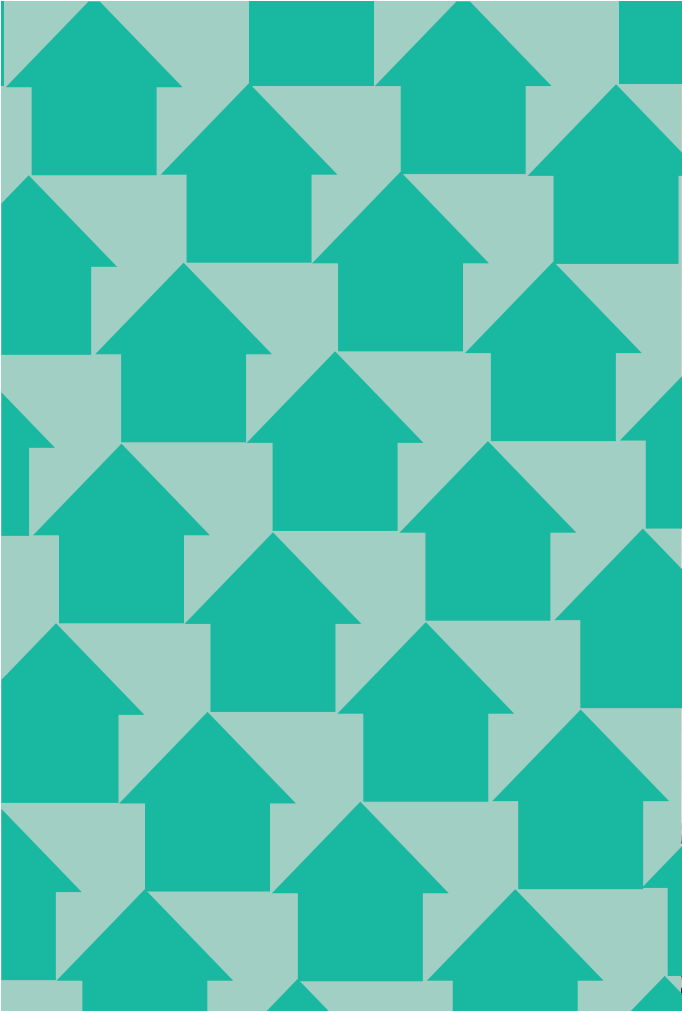
We want you to grow too. We believe passionately in learning and development for our staff, helping you to develop your skills and achieve your full potential. We invest heavily in learning and development, offering training wherever we can to upskill our people.

With partners like the Social Enterprise Academy we offer regular opportunities for training, and regular one-to-one meetings and annual appraisals offer regular chances to discuss your development.

Now more than ever, we need to expand our efforts to drive change and push towards Scotland's Net Zero targets. If you come and join us on that journey, we know it will be a rewarding one.

**Our finances and staff numbers will almost double between now and the end of our new three-year strategy.**

Hear more about the future of Changeworks.



**Kehinde Moses**  
Senior Advisor Energy Care

1 year at Changeworks  
& a previous volunteer

**“ Changeworks is a prestigious environmental charity... this gives me an opportunity to explore different areas to work and develop my career by working for a company helping to fight climate change. ”**



[Read more about Kehinde](#)

**Changeworks**

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Investors  
in Diversity  
Silver UK

Until  
April  
2027



**INVESTORS IN PEOPLE™**  
We invest in people Platinum

