

JOB DESCRIPTION

JOB TITLE	Environment, Renewables and Sustainable Transport Officer North Yell Development Council (NYDC)
RESPONSIBLE TO	Development Manager NYDC
RESPONSIBLE FOR	No staff responsibility.
ABOUT THE JOB	The role is necessary to broaden the activities of NYDC in relation to the environment, renewables and sustainable transport. This will include acting as the Community Development Officer for the Carbon Neutral Islands (CNI) Project in Yell, and assisting in the establishment and operation of a renewable energy and transport hub at Sellafirth, as well as the day to day operation of environment related projects, one off assignments and providing support for community organisations and households.
MAIN DUTIES	<p>The characteristics of the Main Duties are:</p> <p>Operation of environment, renewables and sustainable transport related activities, including community engagement.</p> <p>The Officer will:</p> <ul style="list-style-type: none"> • Continue existing and drive forward future projects outlined in the CNI Yell Community Climate Action plan. • Update and promote the CNI Yell Community Climate Action plan as required. • Assist in the establishment of a renewable energy and transport hub at Sellafirth. • Participate and provide support for other projects and events as required. • Gather, analyse and supplement data, both from publicly available sources and through local data collection. • Report, disseminate and present information. • Provide support for environment, renewables and sustainable transport related activities including organising, co-ordinating and attending events, attending and keeping minutes of meetings and creating/updating reports as required. • Raise awareness and undertake promotion and education in relation to environmental issues, renewables and sustainable transport. • Develop opportunities in relation to the environment, renewables and sustainable transport. • Assist in sourcing funding, the preparation of funding bids and claims as required. • Organise training for NYDC, community organisations and the public as required. • Maintain constructive working relationships with service providers, community groups, staff from public, voluntary and private sector organisations. • Any other duties deemed appropriate by the line manager.
CIRCUMSTANCES OF POST	The post is for a fixed term of 12 months, running from 1 st April 2024 until 31 st March 2025 and will be based at our office in Sellafirth.

	<p>The post holder is expected to work for 35 hours per week. Evening and weekend working will be required, and flexible/remote working is available.</p> <p>The post holder will need to liaise and work with a wide range of organisations located both within and outside Shetland. Some travel outside Shetland will be necessary subject to agreement with the line manager. Any agreed travel and subsistence costs will be reimbursed at Scottish Government public sector standard rates. Details of rates will be available.</p>
HOW TO APPLY	Please send a short and relevant CV and a one-page cover letter referring to the Person Specification to office@northyell.co.uk by 9am, Monday 4 th March 2024.
SALARY	£29,160
DATE PREPARED	February 2024