



**Job Title:** Community Engagement Officer x 2 posts  
**Location:** Highland  
**Hours:** 20 hours per week  
**Contract:** Fixed term until 31 March 2026 with possible extension subject to funding  
**Reports to:** Senior Project Officer  
**Salary:** £26,500 per annum (pro rata)

## **BACKGROUND AND PURPOSE OF THE ROLE**

The Highlands & Islands Climate Hub is fully funded by the Scottish Government and is one of a network of Climate Action Hubs established across Scotland to offer networking, support and encouragement of community led climate action. The vision for the Hub is to support and empower communities to develop local solutions to make the transition to net zero and climate resilient living through empowerment and capacity building in communities throughout the region.

The Hub has been operating since September 2021 and is a membership organisation supporting communities across Highland and the Northern Isles of Orkney and Shetland. The vision of the overall Hub Programme defined by Scottish Government is A network of climate action hubs providing a vehicle for communities to come together and engage in collective climate action, supporting the just transition to net zero and climate resilient living, and driving wider change.

## **Main Outcomes of Climate Hubs 2025-26**

- Community-level action across Scotland contributes to building Scotland's climate resilience
- Community- level action across Scotland contributes to reducing Scottish GHG emissions
- Communities are shaping policy that promotes adaptation to and mitigation of climate change
- Community-level climate action is equitable and inclusive
- Hubs bring people and organisations acting on climate change together across Scotland, to strengthen the collective voice and take action towards a shared vision
- Local innovations have the potential to be scaled up or replicated to prove more widespread climate benefits

## **JOB PURPOSE**

The role of Community Engagement Officer will be key to the work of the Highlands & Islands Climate Hub in providing often that first point of contact for communities and community groups across the region. Building relationships with community groups and communities who are

either; already engaged in some form of climate work or are new to these types of projects. The role will involve attendance at events and activities either online or in person. You will take the lead on our wider engagement and outreach activities and assist the wider team in providing capacity building support to communities and community organisations.

This is an entry point role to community-led development through climate action and as such will in the main involve direct contact with community organisations to assist them with their capacity as well as direct communications with the wider public to embed climate literacy through engagement and outreach activities.

## **LOCATION**

The role will support communities in the Highland Local Authority area. You may be based anywhere in Highland but must reside within the Highland Council local authority ward area. Home/remote working with travel throughout the region required.

The Hub holds regular staff meetups, which may be at our Inverness or Thurso Office and there would be a further expectation to attend national Hub Gatherings.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Connect with communities and community organisations to understand the issues and barriers encountered and levels of climate crises awareness
- Act as the first point of contact to individuals, community groups and communities through a programme of engagement and outreach
- Attend events, activities and workshops to engage communities in climate action
- Facilitate workshops and engagement activities in community-led climate action
- Promotion of any grant programmes operated by the Highlands & Islands Climate Hub. Advising community groups and organisations on the support available through our grant programmes.
- Empower, encourage and support communities across the area to contribute to policy at both local and national level on climate change, environmental and social issues through community engagement activities
- Widen participation by engaging new communities and strengthening existing climate action activity
- Contribute towards the Highlands & Islands Climate Hub strategic thematic workstreams
- Provide quality monitoring and evaluation and regular reporting on progress to the Hub's CRM and Project Management systems
- Liaise with the Hub Comms and Senior Team to ensure consistent brand messaging, alignment of outreach strategies with community initiatives, and provide valuable insights for effective communication with target audiences
- Any other tasks as required to contribute to deliver of the Hub core functions

## **SKILLS AND ABILITIES**

- Ability to connect and foster collaborative and empowering working relationships with community groups, public and third sector partners
- Experience in planning and organising events, workshops and meetings
- Flexibility and a proactive attitude with the ability to motivate and empower others
- Good time management and organisational skills
- Excellent attention to detail and accurate record keeping
- Demonstrating a commitment to continuous professional learning and development to enhance and maintain a comprehensive skillset
- Passionate about climate change, climate and social justice and the empowerment and power of communities
- Able to work under own initiative and as part of a team
- Confidence in using digital tools and platforms to support remote and hybrid learning.

## **QUALIFICATIONS**

As an entry level position, we would anticipate evidence of some form of formal education and transferable work experience to be evident in your application.

## **EQUAL OPPORTUNITIES**

Highlands & Islands Climate Hub is an equal opportunity employer. Please tell us if you have access needs for the recruitment process and we will try to meet your needs.

## **ADDITIONAL REQUIREMENTS**

Regular travel within highland is an essential element of working for the Hub. Further travel to national events and opportunities are required/available less frequently. This requirement can lead to occasional overnight stays. All business-related travel and accommodation costs covered by the employer. Staff are expected to access reliable public transport and/or hold a current driver's license and be willing to include business use on their insurance policy.

A PVG check will be carried out and must be passed.

All offers of employment are subject to satisfactory references first being obtained. Referees will be contacted following conditional offer of employment at interview stage.