

The opportunity – Barrhill Community Project Manager

The role will support our community engagement project in the Barrhill area to inspire residents to make home energy upgrades by helping them navigate funding, so that residents can cut their energy bills. The project will also support our partners in the project, ScottishPower to learn how best to support other communities to do the same.

Barrhill benefits from several active groups developing community facilities and activities. This includes promoting sustainable energy generation and conservation within our homes and community buildings.

Who we are



Barrhill Community Interest Company was formed in 2008. We support community development in the Barrhill area using wind farm community benefit money from ScottishPower Renewables' Kilgallioch and Mark Hill wind farms. Our goal is to ensure that all community benefit funds coming into our area create a positive impact for our community.



Barrhill Development Trust is a registered Scottish Charity, created by the community to develop Barrhill and improve the quality of life of residents, via the management of wind farm benefit funding. Barrhill Development Trust takes the form of a SCIO (Scottish Charitable Incorporated Organisation) and was founded on 25th March 2019.

Barrhill Community Council is a group of people, elected by the Barrhill community, who give time to, and have a genuine interest in, the well-being of their community. They meet, usually once a month, and their chief role is representative; to consult the local community and to make known to the local authority and other public bodies the views of local people on all matters affecting them. The local authority, in turn, has a duty to consult community councils on how local services are delivered and other issues affecting their neighbourhoods.

Together, we are initiating an exciting and challenging project to engage the community in the energy transition to net zero. There is a particular need to address home energy upgrades to achieve the transition to low carbon heating.

We're also working with ScottishPower Renewables who are supporting the project through wind farm community benefit funding, and ScottishPower Customer Business who are helping to deliver home energy upgrades.

As a partnership, we're developing an engagement campaign with Hubbub, a creative charity that's been inspiring positive environmental action since 2014. Every campaign is sparked by their passion to problem-solve and make greener choices easier and more possible for everyone.

We are starting by identifying what barriers members of the community face in taking action for more efficient homes, renewable heat and power, and greener travel. We'll then engage residents to help them go further – to make home energy upgrades with the help of innovative support and funding streams.

What you'll do

As Barrhill Community Project Manager, you'll have a crucial role in supporting us to deliver the project. You will be responsible for initial project and process development and funding applications to support the project.

You'll be an on the ground presence, organising and supporting community events to consult, actively listen and capture views. This may sometimes be alone and sometimes jointly with partners. Hubbub will work closely with you to help integrate local knowledge and engage communities.

As the project progresses, you will support residents who want to make home energy upgrades by helping them to arrange for home surveys, apply for grants, and arrange work.

Your role will be both online/remote (from home) and on-the-ground in and around Barrhill. You will be employed and hosted by Barrhill Development Trust and line management will be provided by a named Director of the Barrhill Community Interest Company.

Your role includes:

- Helping to identify and map community members, residents, or businesses to speak to
- Having conversations with community members to gather insights
- Building relationships with community members to keep them engaged in the project
- Helping to deliver community engagement events and activities to capture views on interventions around energy for example focus groups, workshops, hosting stalls at events, or other creative ways to capture feedback
- Ensuring that residents get the information and advice that they need and are connected to appropriate sources of expertise
- Providing practical help to residents to plan and implement their home energy upgrades, such as applying for grants from multiple sources
- Supporting residents with issues they may encounter by liaising with project partners and suppliers
- Capturing views and summarising feedback, to help inform the project findings, insights, and recommendations
- Tracking and reporting on progress

Who you are

- You are passionate about the environment and committed to helping the Barrhill community to reach net zero
- You can demonstrate your experience in community engagement and an understanding of the needs and barriers of communities
- You are confident talking to groups of people and are a clear communicator
- Ideally you will be based in South Ayrshire or Dumfries & Galloway and familiar with the Barrhill area
- You may have experience in participatory methods and evaluation techniques.
- Prior knowledge around climate and particularly home energy issues would be helpful. As part of the onboarding, we'll provide an introduction to the key knowledge necessary.
- You are IT literate with desktop applications and have good administration skills
- As the role may involve working with vulnerable members of the community and schools, the role will be subject to an enhanced DBS check
- You are a driver and have access to your own vehicle

How to apply

Location	Barrhill Memorial Hall, Barrhill, South Ayrshire (local travel required)
Contract	Freelance or fixed term 12-month contract. Annualised hours – 1095 hours to be agreed. Flexible hours including evening and weekend work. Hours will vary over the contract time period.
Start date	TBC
Salary	£22.27 per hour for employed status / £26.72 per hour self-employed
Deadline	Applications close 12 midday Wednesday 6 th August
Interviews	Week commencing 11 th August - in person at Barrhill Memorial Hall

To apply please share:

1. A copy of your CV
2. A letter or statement detailing:
 - why you are suitable for the role, demonstrating how you overtake the person specification and including at least two relevant examples which display your experience, the related outcome, and your role in delivering that outcome
 - why you would like to work on this project and
 - what attracts you to the role

Submit your application by email to enquiries@bcic.org.uk

If your experience looks a little different from what we've identified, and you think you can bring value to the role, we'd love to learn more about you! For any questions, email enquiries@bcic.org.uk using the subject line 'Community Project Manager Application'.

Equality statement

We are committed to providing equality of opportunity both in employment and access to our programmes, events, and activities. This means that:

- For all job opportunities and progression, job applicants and employees will receive equal treatment regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race and ethnicity, religion or belief, sex, and sexual orientation.
- The above equally applies to access to development and training opportunities.
- All programmes will be designed to be actively inclusive and accessible to all people.

We are committed to advancing the Fair Work criteria of:

- Providing effective channels for effective employee engagement;
- Investing in workforce development;
- Not using zero-hours contracts inappropriately;
- Taking action to tackle the gender pay gap and create a more diverse and inclusive workplace;
- Committing to paying the Real Living Wage;
- Offering flexible and family-friendly working practices for all workers from day one of employment; and
- Opposing the use of fire and rehire practice.

BARRHILL DEVELOPMENT TRUST (BDT) - JOB DESCRIPTION

Job Title: Community Project Manager		Pay rate: £22.27 per hour employed status; £26.72 self-employed status
Location: Barrhill Memorial Hall, Barrhill, Travel required and remote working as appropriate		Hours: 1095 hours annually
Responsible To:	Named Director, Barrhill Community Interest Company (BCIC)	
Responsible For:	Community project staff	
Job Purpose: <ul style="list-style-type: none">• To support Barrhill Community Interest Company, Barrhill Development Trust, and Barrhill Community Council in the successful implementation of community projects also working with community members, wider partners, and key stakeholders• To manage and support the overall provision and delivery of community projects within the Barrhill area• To support the development, implementation, and administration of projects in line with Barrhill community action plan and local place plan		
Main Responsibilities: <ul style="list-style-type: none">• Organise, facilitate, and attend community consultation, engagement events and meetings to actively listen and capture views, reporting back to Barrhill Community Interest Company and other partners as relevant• Liaise and maintain relationships with key stakeholders including directors, trustees, colleagues, individuals, and organisations, ensuring effective communication and appropriate responses to complex enquiries and to the needs of the community• Plan, organise and allocate work in accordance with priorities and ensuring that procedures are carried out in a professional, effective, and efficient manner• Continually improve procedures and guidelines ensuring compliance with standards and that effective allocation of resources allocated to projects• Independently carry out a wide range of tasks associated with projects delivery including project development, funding applications, managing, monitoring and outcome reporting for projects and supporting members of the community to access projects as necessary		
Job Activities: <ol style="list-style-type: none">1) Being the first point of contact to respond to specific enquiries for community projects and specifically the community energy project. Ensure that all enquiries are allocated and responded to in an appropriate and timely manner though use of initiative and knowledge.<ul style="list-style-type: none">• Help to identify and map community members, residents, or businesses to speak to and have conversations with community members to gather insights.• Build relationships with community members to keep them engaged in, and up to date with the community project.• Help to deliver community engagement events and activities to capture views on interventions around energy and travel, for example, focus groups, workshops, hosting stalls at events, or other creative ways to capture feedback.• Ensure that residents get the information and advice that they need and are connected to appropriate sources of expertise.• Provide practical help to residents to plan and implement their home energy upgrades, such as applying for grants from multiple sources.		

- Support residents with issues they may encounter by liaising with project partners and suppliers
 - Capture views and summarise feedback to help inform the project findings, insights, and recommendations.
 - Carry out tracking and reporting on project progress.
- 2) Manage community projects, preparing and presenting monitoring reports as required and attend meetings with and on behalf of Barrhill partners where appropriate.
 - 3) Undertake supervisory responsibilities for staff identified as directed.
 - 4) Complete project business plan as required and use relevant software to prepare associated documentation e.g. letters, reports, presentations, and minutes which accurately support the administration of internal and external meetings as required.
 - 5) Support and assist the Board to prepare relevant funding applications for projects.
 - 6) Observe strict confidentiality, exercise tact and discretion in carrying out tasks. Process and obtain confidential paper based or computerised information through creating and updating files, data input, data retrieval and filing in an accurate and timely way.
 - 7) Ensure financial processes are adhered to and accurate financial records are maintained in compliance with the Trust's and the project's financial procedures and using the financial software provided.
 - 8) Assist with providing an overall efficient support service by having a flexible approach towards own workload and supervising other members of staff.
 - 9) To carry out any other duties commensurate with the level and nature of the post as directed and consistent with the job purpose.

Performance Management

The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.

- To manage your own performance and any staff you may be responsible for in accordance with the trust's values of continuous improvement, openness and honesty and team working.
- To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.
- To manage your own performance in compliance with all codes, regulations and procedures including Code of Conduct, Health and Safety and Governance.
- To manage risk, promote risk awareness and prioritise work in light of the risk analysis.
- To actively commit to the trust's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and Barrhill Development Trust users.
- To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.

Prepared by:

Lynne Burgess, Director
Barrhill Community Interest Company

Date: 1/7/2025

BARRHILL DEVELOPMENT TRUST – PERSON SPECIFICATION and ASSESSMENT FORM				
Job Title: Community Project Manager		Salary: £22.27 ph employed; £26.72 self-employed status		
Location: Barrhill Memorial Hall, Barrhill, Travel required and remote working as appropriate		Hours: 1095 annualised		
Responsible To:	Named Director, Barrhill Community Interest Company			
Responsible For:	Community project staff			
References	Name	Good	Fair	Poor
1				
2				
Requirements		Essential	Desirable	Score
1. Education and Training				
SVQ level 4/ordinary degree in relevant subject or equivalent		✓		
2. Experience				
Extended (3 years) experience working in relevant context		✓		
Experience of community engagement and of working with people from different age groups		✓		
Experience in funding and grant context			✓	
3. Skills and Abilities				
Good organisation and interpersonal skills		✓		
Ability to prioritise own workload, effective time management		✓		
Able to deal professionally and sensitively with other organisations and the wider public		✓		
An excellent level of IT literacy and administration skills		✓		
4. Knowledge				
Knowledge around climate and home energy issues			✓	
Knowledge of and experience in the use of participatory methods and evaluation techniques			✓	
5. Personality Factors				
Passionate about the environment and committed to helping the Barrhill community to reach net zero		✓		
Discretion and confidentiality		✓		
Self-motivated and adaptable		✓		
Confident talking to groups of people - a clear communicator		✓		
6. Other requirements				
Driving Licence and access to a vehicle		✓		