



## **ENERGY SAVING & RECYCLING OFFICER (ESRO)**

### **Background**

The Papay Coop has been awarded the *Sustainable Papa Westray* project, which aims to create a low carbon future for the island through extensive energy saving measures to Beltane House, creation of an eco-workshop for community recycling activities, promotion of energy saving, recycling and waste reduction and the delivery of environmental themed community workshops. The refurbishment of Beltane House is a target of the Papa Westray Island Development Plan, which also includes 'establishing a community renewable energy enterprise and promoting energy-saving initiatives' as a priority within the plan.

### **Purpose of Post**

The Energy Saving & Recycling Officer (ESRO) will be responsible for:

- Encouraging households on Papay to reduce carbon emissions and tackling fuel poverty
- Promoting energy saving and recycling opportunities on Papay
- Coordinating a programme of intergenerational activities aimed at changing behaviour around climate change

**Hours:** Part-time equivalent over the year, with variable hours to respond to seasonal demands, as agreed with the post's line manager. Expected hours are 20 per week.

**Contract Type:** Fixed-term contract for duration of project. The contract will be considered for renewal depending on opportunities for continuation and positive evaluations.

**Salary:** £10.50/hour gross

**Start date:** As soon as possible, ideally before end of May 2017

**Working Conditions & Physical Requirements:** The post will involve work in a wide range of situations. The post-holder will need to be physically fit and able to work outside.

### **Duties & Responsibilities**

- Work with THAW Orkney, Orkney Zero Waste and other organisations to promote energy saving and recycling opportunities for the Papay Coop and throughout Papa Westray.
- Engage with all households in Papa Westray to actively promote a rolling programme of energy audits, contact with energy-specialist agencies and registration for and ultimate adoption of energy saving measures.
- Measure baseline energy use at Beltane House and local properties, and take further measurements to monitor energy use and evidence change.
- In collaboration with local groups, deliver a programme of intergenerational workshops and activities of specific interest to islanders aimed at reducing carbon emissions, improving carbon literacy and changing behaviour around climate change; initial interest

for workshops has been expressed in topics such as furniture restoration, textile upcycling, micro-renewables and bike maintenance.

- Engage actively in the Beltane House refurbishment, and advise at all stages to maximise the energy-saving measures.
- Contribute to island life through an appropriate level of involvement of the project with island events (e.g. organising energy-saving stalls at the Farmers Markets).
- Organise Open Days and other events to showcase the Beltane refurbishment energy-saving measures and recycling initiatives.
- Showcase the project and its energy-saving benefits through appropriate media, including the Papa Westray website, displays, annual shows and hand-out materials.
- Take an appropriate level of responsibility for the health, safety and welfare of themselves and any contractors and volunteers involved with the business.
- Follow financial systems and maintain financial figures (expenditure and sales) in liaison with the Papay Coop Treasurer.
- Provide the information required to monitor the success of the project, including information required for reporting and grant claims.
- Undertake other duties as directed by the line manager, as appropriate to further the broad objectives of the post.

### **Candidate Profile**

The successful candidate is likely to have the following attributes:

- Self-motivation, determination and willingness to use initiative appropriately within the framework of a local social enterprise;
- Enthusiasm for engaging islanders and visitors with the importance and benefits of reducing our carbon footprint positively;
- Commitment to climate change mitigation, especially through influencing behaviour change;
- Knowledge of and enthusiasm for energy-saving measures;
- Understanding / appreciation of the challenges facing communities in remote locations;
- The ability to organise and promote events and develop an efficient work programme;
- The ability to work in partnership with others, including staff, management committee and volunteers of the Papay Coop, other Papay organisations and relevant organisations in Orkney (and elsewhere), especially those with an energy-saving remit, with which the project will need to forge close ties;
- Excellent communication skills;
- Project management skills with a track record of achieving specific goals, particularly those relevant to energy saving and climate change mitigation;
- A driving licence, preferably clean, is desirable but not essential.

If appropriate, the Papay Co-op will require the post-holder to have an applicable Criminal Records Disclosure through Disclosure Scotland.

Please apply in writing or e-mail, enclosing an up-to-date CV to: **Papay Co-op Secretary, Beltane House, Papa Westray, Orkney KW17 2BU. E-mail: [tim@timdodman.co.uk](mailto:tim@timdodman.co.uk)**

**Closing date for applications 10<sup>th</sup> May 2017**

This post is being funded by:

