

## Job Description: East Lammermuir Community Development Officer

<b>Post:</b>	<b>East Lammermuir Community Development Officer</b>
<b>Hours:</b>	Part Time, 0.8 FTE (with occasional weekend and evening work by agreement). We are a flexible working employer and are open to discussing arrangements that work for the role and the individual, including hybrid working, part-time and seasonal hours, and flexibility around start and finish times where operationally possible. Employees also have the right to request flexible working from their first day of employment
<b>Locations:</b>	Hybrid; office currently at Cockenzie House, Cockenzie & Port Seton, (usually 1 day/fortnight), otherwise home-based with significant travel within East Lammermuir area and occasional travel outside of East Lothian
<b>Line managed by:</b>	East Lothian Climate Hub Manager
<b>Salary:</b>	£26,926 at 0.8 FTE (£33,657 pro rata)
<b>Fixed Term:</b>	Until 28 August 2029. Extension possible; dependent on funding.
<b>Annual Leave:</b>	28 days annual leave inclusive of public holidays.
<b>Pension:</b>	Lil CIC operates a 3% Contributory Pension Scheme with Nest Pensions

### Background Information

The East Lammermuir community has developed an ambitious [Local Place Plan](#), shaped through extensive community engagement and built on through a series of themed workshops. This has resulted in four key community priorities: biodiversity restoration, active travel, energy efficiency, and community transport. These priorities are supported by five [detailed reports](#), which provide the evidence base and practical recommendations to guide delivery. The community is now entering a critical phase: moving from planning to implementation. With significant community benefit funding becoming available, there is a strong opportunity to deliver meaningful, coordinated progress against these ambitions.

The East Lammermuir Community Development Officer role has been created in response to this need. It will provide dedicated capacity to coordinate delivery, align funding and partnerships, and ensure that community priorities are progressed in a structured, collaborative, and impactful way.

The postholder will work closely with the [Energy Projects Partnership Manager](#), East Lammermuir Community Council, local residents, landowners, delivery partners, East Lothian Council, and other key stakeholders. The role will also connect into ELCAN's wider network, drawing on existing expertise and contributing to learning and pilot development to inform similar approaches across East Lothian and beyond, including through ELCAN's connection to the national Climate Action Hub programme. Are you interested in supporting communities to come together to



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shape their own futures? Do you want to play a key role in turning local ambition into real, visible change? Do you care about community empowerment, climate action, and creating thriving, resilient places?

This role is hosted by the East Lothian Climate Action Network (ELCAN) on behalf of East Lammermuir Community Council. ELCAN brings together a growing network of community groups, organisations, and partners to enable, connect, and scale community-led responses to the climate and nature crises. One of its core projects is the Scottish Government-funded East Lothian Climate Hub, part of the Climate Action Hub programme, which supports communities to take action through collaboration, learning, and capacity building. Currently, Lower Impact Living (Lil) CIC is incubating all ELCAN projects and is the employer for all staff. ELCAN is now established as a community-led charity (SCIO) supporting climate action across East Lothian; this role (and the Climate Hub team) will transition from Lil CIC to ELCAN SCIO in 2026-27 on the same employment terms.

This role will be integrated into and work closely with the wider Hub team, while focusing specifically on supporting the East Lammermuir Community Council area. This post is funded by the East Lammermuir Community Council who have accessed community benefit funding including from Neart na Gaoithe (NnG) Offshore Wind Farm Fund.

## Job Outline

We are looking for a proactive and purpose-driven Community Development Officer to coordinate and drive forward delivery of the East Lammermuir Local Place Plan.

This role is focused on translating community ambition into tangible progress. Working closely with key stakeholders, the postholder will lead the coordination of delivery across four priority areas identified by the community: biodiversity, active travel, energy efficiency, and community transport, ensuring that projects move from planning to implementation. This includes convening community steering groups, developing delivery roadmaps, progressing land access and partnership agreements, aligning funding to priorities, and coordinating the development of business cases and project plans. A key aspect of the role will be sustained relationship management, particularly with landowners, delivery partners, and community stakeholders.

The postholder will work closely with the Energy Projects Partnership Manager, who leads on strategic relationships and community benefit alignment, ensuring community agency through the whole life cycle of energy developments. Supplementing their work, this role will focus on operational delivery: ensuring that agreed priorities are progressed efficiently and collaboratively.

By August 2029, the postholder will have supported significant, measurable progress across all four priority areas, helping to establish a clear and replicable model for turning Local Place Plans into delivered outcomes.

We are looking for a self-starter with strong initiative, who is comfortable working across multiple workstreams, building relationships, and navigating complexity to make things happen on the ground.

The ELCAN team is currently one Manager, two Community Development Officers, and a Communications Officer. The team currently works primarily on the Scottish Government-funded East Lothian Climate Hub project, but also on other smaller funded projects. We are an ambitious, dynamic, friendly team with room to grow.



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## Key Responsibilities:

### Coordination and Initiation of Local Place Plan Priorities

- Coordinate on delivery across the four East Lothian community priorities: biodiversity, active travel, energy efficiency, and community transport
- Translate workshop findings and report recommendations into clear, actionable delivery plans and business cases, ensuring that projects are appropriately scoped, costed, and prioritised, ensuring progress from concepts to implementation
- Collaborate with existing delivery partners and support new partnerships and capacity building as required for each ambition
- Identify dependencies, risks, and opportunities across priorities, ensuring alignment/momentum

### Operational Delivery Coordination

- Drive and coordinate the progression of priority projects within each theme, including:
  - Biodiversity: development of prioritised project portfolios and coordination with existing initiatives, such as Sustaining Dunbar's River Catchment and the Climate Hub's Hedgerow Restoration Projects
  - Active Travel: progression of route planning, design work, and land access discussions
  - Energy Efficiency: Close collaboration with the Warm Homes Project Manager (Lothian Heat CIC) to ensure coordination with relevant programmes and partners
  - Community Transport: Coordinate and enable implementation of agreed delivery models
- Ensure effective coordination between parallel workstreams to maximise co-benefits

### Landowner and Stakeholder Relationship Management

- Ensure delivery is undertaken with the community, not for the community
- Maintain, align, and develop strong working relationships with landowners, developers, and delivery partners
- Support the progression of land access agreements and long-term stewardship arrangements, particularly for biodiversity and active travel projects
- Act as a consistent and trusted point of contact to coordinate activity across multiple stakeholders
- Work closely with East Lothian Community Council and key partners for joined-up delivery
- Align community benefit funding and other funding sources to Local Place Plan priorities
- Work with partners to unlock additional funding opportunities where appropriate

### Monitoring, Reporting, and Governance

- Develop and track clear delivery milestones and success measures in collaboration with partners
- Provide regular progress updates and reports to Community Council, ELCAN, and funders
- Ensure transparency and accountability in the use of community benefit funding
- Contribute to wider reporting requirements across ELCAN projects where relevant

### Pilot Development and Learning

- Contribute to the development of East Lothian as a pilot model for Local Place Plan delivery
- Capture learning, challenges, and successes to inform future replication
- Share insights with the wider ELCAN network and relevant regional and national partners
- Support the evolution of approaches that enable more effective community-led delivery elsewhere



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## Person Specification

### Essential:

- Proven experience in project delivery, coordination, community development, or programme management
- Demonstrable experience of taking projects from concept through to implementation, including planning, scoping, and delivery tracking
- Experience working with multiple partners or stakeholders, and the ability to build and maintain effective working relationships, especially in a community context
- Strong organisational skills, with the ability to manage multiple workstreams, priorities, and deadlines
- Ability to develop project plans, business cases, or funding applications
- Ability to identify risks, dependencies, and opportunities, and proactively manage them
- Excellent communication skills; ability to translate complex ideas into clear, actionable plans
- A self-starter with strong initiative, comfortable working independently in a loosely structured and evolving environment
- Understanding of, and commitment to, community-led development and working “with, not for”
- A genuine interest in climate action, sustainability, and community resilience
- Full UK driving licence (or equivalent) and ability to travel regularly within (and occasionally outwith) the area
- Willingness to work flexibly, including occasional evenings and weekends, to support community engagement and stakeholder availability

### Desirable:

- Experience working in community development, regeneration, or place-based projects
- Experience engaging with landowners, infrastructure projects, or rural development contexts
- Understanding of one or more of the following areas: biodiversity, active travel, energy efficiency, and/or community transport
- Experience working with or alongside local authorities, community councils, and/or third sector
- Experience of monitoring, evaluation, and reporting to funders
- Experience of working with community benefit funding or similar funding mechanisms
- Knowledge of the East Lothian / Lammermuir context or similar rural/coastal communities
- Familiarity with participatory democracy and/or sociocratic approaches
- Especially strong communication skills in regards to negotiation and influencing

## Application Process:

Interested candidates should submit a CV and a cover letter outlining their relevant experience, availability for interview, and explaining their suitability for the position to [bobby@eastlothianclimatehub.org](mailto:bobby@eastlothianclimatehub.org), plus an [Equal Opportunities Monitoring Form](#) (which can be sent separately or posted, if preferred). Shortlisted candidates will be invited to interview, likely on 25th/26th June. Reasonable adjustments are available at application and interview stage. Employment is subject to right to work checks and references.

**Please include ‘East Lammermuir Community Development Officer’ in the subject line. The deadline for applications is 15th June 2026 (11:59pm).** The deadline may be extended at our discretion. Lil CIC is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.



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