

Job Description

Local Authority Liaison Officer

Working hours: 1 FTE, 35 hours per week. See alternative terms below.

This role requires the ability to work occasional evenings or weekends, in order to attend community-based meetings and events with key stakeholders. If you have questions about this, please reach out at any stage in the recruitment process.

Department:	Community Benefit Team
Principle location:	Low Carbon Hub office, Oxford city centre
Salary:	£42,300 plus 4% employers pension contribution*
Staff managed:	None.
Benefits:	Generous cycle to work scheme, buy-sell annual leave policy, and flexible hybrid working.
Holiday entitlement:	25 days plus bank holidays
Line manager:	Impact Programme Director
*Alternative terms:	For a candidate that meets both the essential and desirable criteria, we would consider offering the role part-time, four days a week at a salary of £49,461 pro rata (i.e. the same take home salary as above; holiday entitlement also pro rata)

About Low Carbon Hub:

Are you ready to be at the heart of a movement that's transforming how communities engage with energy?

The Low Carbon Hub is a social enterprise that's out to prove we can meet our energy needs in a way that's good for people and good for the planet. The days of fossil fuels are numbered, and the shift to renewable generation is gaining pace giving us the opportunity to reshape the way we manage our energy.

The Low Carbon Hub is now a medium-sized energy business, owning a portfolio of renewable installations worth £25m. Our community benefit society structure means that all the profits generated by our portfolio must be used to meet our mission to create a zero-carbon energy system we can all feel good about. We work with communities, local institutions, and local businesses across Oxfordshire to demonstrate in practice how to make that goal a reality.

You can read more about us on our website: www.lowcarbonhub.org

Main duties – Partnership working on place-based change:

At Low Carbon Hub, **we're not just talking about change—we're making it happen.**

The Local Authority Liaison Officer will play **a pivotal role in supporting the prioritisation and delivery of hyperlocal place-based projects that support the transition to a zero-carbon energy system.** Working closely with project delivery and community engagement colleagues, you'll ensure that our place-based work is credible, empowering and delivering meaningful change on the ground.

At Low Carbon Hub, **we're a small but mighty social enterprise. We thrive on agility, adaptability, and impact.** If you share our passion, love working in a fast-paced, ever-evolving environment, and want to be part of a team that's making a tangible difference, we'd love to hear from you.

Ready to drive the future of community energy? **Join us.**

Detailed responsibilities:

1. Local Authority engagement and relationship management

As Local Authority Liaison Officer you will act as a key member of the team who builds and nurtures relationships with the districts, city and county council teams.

- Act as the key liaison between the Low Carbon Hub and our partner local authorities, including the current county, district, and city councils and the new local government structures that are being implemented from 2028. Build and sustain strong working relationships with key officers, members, and delivery teams.
- Build an in-depth understanding of their ambition through the Local Area Energy Plan and other key policies and how this informs how we work well with them.
- Support the development of joint projects, pilots, and programmes aligned with local authority strategies and climate action plans.
- Coordinate between councils and Low Carbon Hub to support effective delivery.
- Be fully aware of government funding opportunities and support the Communities and Marketing teams to keep Low Carbon Hub Members aware of them.

2. Support development methodology for place-based work (Community Action Plans for Zero Carbon Energy)

- Support the Hub to prioritise areas within Oxfordshire for delivery of our place-based coordination activities – drawing on your understanding of the local authority pressures and areas of focus
- Be part of the team developing and evolving Low Carbon Hub's methodology for place-based analysis.
- Work with the data analyst to develop data stories and insights useful for communities
- In partnership with the communications and marketing team, develop engagement strategies for local authorities, parish councils or other key stakeholders
- Work in partnership with the community engagement manager to connect with energy work happening in the community

3. Designing and delivering place-based programmes (Community Action Plans for Zero Carbon Energy)

- In partnership with our Net Zero Engagement Managers, design and deliver inclusive engagement processes to support community-led energy and net zero planning, including:
 - Workshops, public meetings and stakeholder forums
 - Events to share learning, evidence and progress
 - Facilitation of discussions that bring together diverse perspectives
- Work with the Net Zero Engagement Managers to deliver place-based programmes.
- Support the co-creation of local action plans and initiatives, ensuring community voices meaningfully influence decisions and outcomes.

4. Programme Support and Project Delivery

- Where required, support funding bids, business cases, or partnership agreements.
- Project management of initiatives contributing to our Community Action Plans for zero carbon energy and/or our Home Energy programme.
- Contribute to monitoring and evaluation of activities and outcomes.
- Develop evaluation plans and monitor the impact of the activities both quantitatively using qualitative techniques such as storytelling approaches.
- Feed into and support the organisation's approach to impact measurement.

5. Other Responsibilities

- Work collaboratively across teams, contributing to a supportive, mission-driven organisational culture.
- Participate in company training and development regarding inclusion and equity and apply this in your role.
- Undertake other duties commensurate with the role.

Essential Skills and Capabilities:

Excellent communications and engagement including engagement with local authority partners

For example:

- **Demonstrable understanding of typical local authority culture and ways of working** and an ability to **shape approaches to engagement** with local authority partners in a way that is productive for everyone.
- **Ability to establish and build relationships** especially with local authorities officers, politicians or parish councillors resulting in fruitful partnership working.
- Effectively **gather and translate expert/delivery insights** for project and strategic decision-making.
- **Communicate clearly with diverse audiences**, from experts to community groups.
- **Excellent written and verbal communication skills** including the ability to use common software such as Word and PowerPoint/ Canva for professional, on-brand reports/presentations.
- **Ability to coordinate with other members of the team** that work with local authority officers.

Demonstrable ability to deliver adaptable project management in complex, multi-partner contexts

For example:

- **Apply structured yet flexible project management**, creating clear, purpose-driven documentation appropriate to the context and utilising project management tools (Gantt charts, risk registers, project status reports, etc.) to manage projects or support others in delivering on time, within scope, and budget.
- **Effective risk and issues management** defining issues and risks meaningfully, applying judgement to ensure that the priority risks and issues are recognised and engaged with across the team and/or external partners.
- **Coordinate effectively** across internal teams and with external partners, ensuring alignment and smooth collaboration.
- **Excellent time management skills**, including priority-setting, multi-tasking and problem-solving whilst delivering a number of projects to set deadlines

Insightful and collaborative problem solving

For example, a demonstrable ability to:

- **Connect the dots – Listen actively**, understand colleagues' and partners' work, and identify opportunities that aligned to our goals without creating extra burdens.
- **Facilitate inclusive collaboration** – approach teamwork with curiosity and humility, valuing diverse perspectives to drive innovation and engagement.
- **See the big picture** – Recognize how elements of a project or organisation interconnect, anticipate challenges, find practical, system-wide solutions.

Knowledge of Sustainable Energy/Net Zero Technologies and Policy

For example:

- Demonstrable and strong knowledge of local authority level policy framework relating to climate change and energy. For example Climate Action Plans, Climate Emergency declarations, Local Area Energy Plans etc.
- Familiarity with national government policy and funding programmes that are relevant to local authority's ability to support the energy transition such as innovation or affordable warmth programmes.

We welcome diverse backgrounds—some may bring deep expertise, while others excel at quickly understanding and applying key concepts. What matters is a willingness to engage with evolving technologies, policies, and risks to support successful project delivery.

Desirable Skills and Capabilities:

Demonstrable ability to work with the current Oxfordshire or West Berkshire councils in a proactive manner and with limited supervision

For example:

- Demonstrable positive experience working with or for local authorities in Oxfordshire or West Berkshire resulting in successful partnership and/or project outcomes.
- Demonstrable productive personal connections with local authority officers in Oxfordshire or West Berkshire resulting in an ability to quickly identify key stakeholders for the partnership working that Low Carbon Hub

In-depth knowledge of Sustainable Energy/Net Zero Technologies and Policy

For example:

- Strong familiarity with wider levers that local authorities can draw upon in the implementation of climate change and energy policy such as distribution of Section 106 funding, environmental health and licensing responsibilities, economic development and locality support programmes.
- Knowledge of renewable energy systems and technologies, local energy solutions, and UK low-carbon policy to effectively collaborate with partners and experts.

Other desirable skills:

- Experience of supporting communities to develop energy-related projects through inclusive consultation processes
- A valid driving licence as some of our projects are delivered in areas not readily accessible by public transport (car ownership not required)