



Clare Local Development Company



#JOB-2411708



Ennis, Co. Clare,



No of positions : 1



Paid Position



21 hours per week



To be Confirmed



11/09/2025



09/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : imatthew@cldc.ie



Open your camera
app & point here
to view this ad
online



Sustainable Energy Communities (SEC) Mentor

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Clare Local Development Company (CLDC) is seeking an experienced, motivated, and community-oriented person to work as a Sustainable Energy Communities (SEC) Mentor. This role is key to supporting community groups across Co. Clare as they build their capacity, plan energy projects and move towards energy independence and sustainability.

The CLDC SEC Mentor, who will report to the LEADER Co-ordinator, will guide communities through the SEAI SEC programme—supporting their journey from initial registration to developing and implementing a robust Energy Master Plan. The role will entail working directly with community leaders, technical advisors and CLDC Development Officers to support communities to understand energy use, improve their energy efficiency, explore renewable energy opportunities, and access SEAI funding and other resources to achieve their energy objectives.

Key responsibilities:

Act as the primary point of contact between SEAI and assigned SECs.

Support SECs to organise, structure, and manage their energy-related goals and projects.

Assist communities in completing baseline energy assessments and developing Community Energy Plans.

Provide clear, jargon-free guidance on sustainable energy concepts, technologies, and funding mechanisms.

Connect SECs with relevant stakeholders including local authorities, energy consultants and SEAI technical support.

Deliver workshops, presentations, and training sessions as needed.

Assist SECs to apply for and manage grants and understand compliance requirements.

Track and report on SEC progress, challenges, and achievements.

Foster collaboration and knowledge-sharing among SECs in Co. Clare.

Cooperate and work collaboratively with other CLDC programmes and staff teams to optimise community engagement and impact.

The person should have:

A relevant third level qualification.

Strong knowledge of sustainable energy, energy efficiency and community engagement.

Experience working with community groups, public bodies, or voluntary organisations.

Ability to translate technical energy concepts into clear, practical language.

Self-motivated and well-organised, with a collaborative mindset.

Administration skills including a high level of IT literacy and experience of web-based platforms.

Familiarity with SEAI's SEC Programme, Community Energy Plans and funding streams is an advantage.

Access to a car and a full driving licence.

Skills/Abilities:

Excellent project management skills

Excellent interpersonal, communication and presentation skills – both written and verbal

Strong analytical and numerical skills

Strong time management and organisation skills

A flexible team player

Deadline focused and ability to work well under pressure

Salary level for this role will be commensurate with the level of skill/experience of the successful candidate and aligned to the CLDC Development Officer salary scale.

CLDC is open to revising the working hours for a successful candidate who is currently a family carer.

- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** No Qualification **OR** A relevant third level qualification

(Desirable)

- **Ability Skills:** Analytical, Communications, Interpersonal Skills
- **Competency Skills:** Initiative, Priority Planning, Problem Solving, Teamwork
- **Driving Licence:** Full: B