

WORK PLACEMENT WEEK

CHANGEWORKS.



**Collaboration,
empowerment,
innovation, integrity
and passion are the
values which shape
our behaviours
and actions.**

Dear candidate,

I'm Robyn, Senior Low Carbon Communities Officer at Changeworks, and I'm delighted you're considering coming to join us on our Work Placement 28th September - 2nd October 2026.

We believe it is critical that young people are provided pathways to access work opportunities to support Scotland's ambitious sustainability targets. Young people in Scotland are driving the policy and campaigning agenda on the climate, and we want to get you involved in delivering the green economy and a low-carbon society. Changeworks is providing twelve young people from across Scotland with a week-long work placement. We'll provide you with the opportunity to understand how our organisation operates, what it's like to work in this sector and we'll show you the range of services we provide and projects we deliver.

Changeworks mission is to decarbonise Scotland's homes, building on our 35 years of experience in delivering high-impact solutions for low-carbon living. The work placement week is designed to provide an exciting opportunity and insight into the wide range of work available in the environmental sector and to inspire you to consider future low-carbon careers. You will meet and work with a diverse range of staff, hearing about their roles and different pathways to working at Changeworks to support our mission together.

Changeworks is a great place to work. We hold Investors in People Platinum accreditation (something only a few organisations in Scotland have), Investors in Diversity Silver accreditation, Investor in Volunteers and are a Disability Confident Employer. At Changeworks, we welcome and encourage applications from everyone.

I look forward to welcoming you to Changeworks Work Placement Week 2026.

Kind regards,

Robyn

Robyn Shaw
Senior Low Carbon Communities Officer

CHANGEWORKS WORK PLACEMENT 2026

The work placement will be offered as a hybrid experience, with a minimum of three mandatory in person days at our Edinburgh Office (Orchard Brae House, 30 Queensferry Rd, Edinburgh EH4 2HS) and two remote days at home.

Please note:

- Reimbursements will be made for reasonable travel costs incurred for the journey to the office on these days.
- Lunch will be provided for free on the in-person days
- All necessary IT equipment will be provided.
- Reasonable adjustments can be supported
- Dress code is smart/casual.

Applications

The application window will be open from 30/04/26 until 19/06/2026, with successful applicant spaces confirmed by 26/06/2026. The application will be one question, outlining a little bit about yourself and why you would like to participate in the Changeworks Work Placement 2026.

You can apply using the QR code below or by typing this link into your phone or computer: www.changeworksinfo.org/Placement2026

Apply for work experience week



At Changeworks we want to make our recruitment process as accessible as possible. If you have any access needs when applying, please contact community@changeworks.org.uk or call us on 0131 5387 954. We will do our best to accommodate you.



TIMETABLE (subject to change)

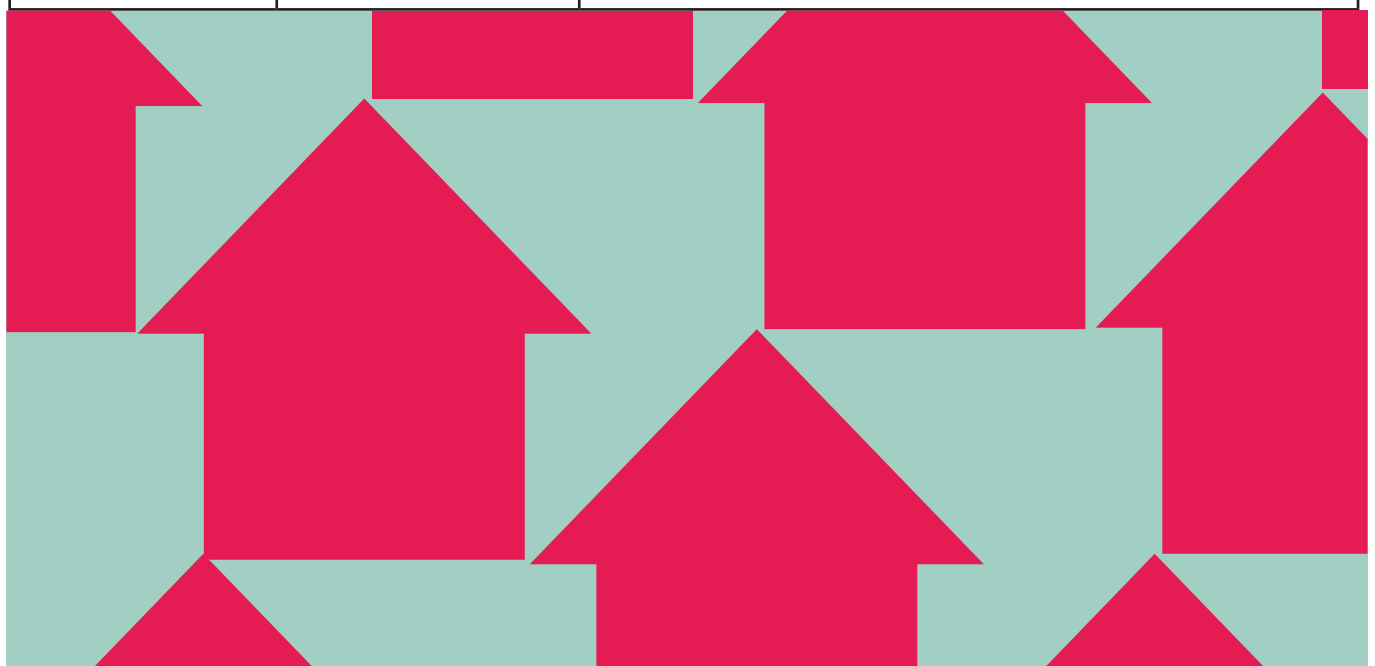
Monday - In person		
Time	Session	Outline
9:15-9:30	Arrive and settle in	Some time to settle in, get to know the office and each other!
9:30 - 10:00	Facilities induction	Our Facilities team will show you around the building and office.
10:00 - 10:30	IT Induction	Our IT team will set you up with a Microsoft Surface, charger, headphones and passwords.
10:30 - 12:30	Induction - Welcome to the team	An introduction to Changeworks and a chance to get to know each other.
12:30 - 13:30	Lunch	
13:30- 14:00	Directorate and Strategy	Our Development Director will talk about our directorate team and Changeworks strategic mission and goals.
14:00-16:00	Low Carbon Communities Workshop	A Low Carbon Community Project Officer will be running a workshop introducing you to the community engagement team and discovering what 'community' means. You will have the opportunity to design an engagement campaign.
16:00-16:15	Daily Check-in	Time to check in and reflect on the day.



Tuesday - Online		
Time	Session	Outline
9:15-9:30	Settle in	Set up your laptop, login, and get ready to start the day.
9:30-11:45	Local Energy Scotland Workshop	In this session with you will discover how communities across Scotland are delivering their own local renewable energy schemes and experience being on a panel to decide funding for mock community energy projects.
11:45-12:30	Internal Networks	Engage in conversation with members of our EDI Group (Equality, Diversity & Inclusion) and our Internal Women's and Pride Staff Networks who support inclusivity in our workplace. Please note, this session may include discussions on sensitive topics.
12:30-13:30	Lunch	
13:30 - 15:00	Carbon reduction team workshop	Hear why Changeworks aims to operate sustainably. You will learn about the wider context of climate change and how Changeworks is helping combat this pressing issue.
15:00 - 16:00	Meet the volunteers	Our Volunteer Coordinator will be joined by some of our lovely volunteers to chat about our volunteering program and the benefits of volunteering in a workplace. .
16:00 - 16:15	Daily Check-in	Time to check in and reflect on the day
Wednesday - In person		
9:15-9:30	Settle in	Arrive and settle in.
9:30-11:45	Home Energy Scotland	An Advisor from Home Energy Scotland Southeast, will share technical aspects of renewable technologies and provide scenarios of their use in the household.
11:45-12:30	Mid-week check-in	A chance to check in and reflect on how the week is going. You will also complete a minute taking task.
12:30-13:30	Lunch	
15:30-16:00	Interview skills	Our Head of People will be running a workshop for CV and interview skills.
16:00-16:15	Daily check-in	Time to check-in and reflect on the day.

TIMETABLE (subject to change)

Thursday - Online		
Time	Session	Outline
9:15 - 9:30	Settle in	Set up your laptop, login, and get ready to start the day
9:30-11:30	Highland Energy Community Partnership (HECP)	The HECP team will highlight the benefits of partnership working. You will discuss the barriers of engaging with rural communities, and then solutions to overcome these. You will also explore different engagement tools and how to use them.
11:30- 12:30	Consultancy	Our Consultancy team will discuss the variety of work their team covers.
12:30-13:30	Lunch	
13:30 -14:30	Consultancy continued	Our Consultancy team will give you a brief to analyse.
14:30 - 16:00	Affordable Warmth Services (AWS)	The AWS team will explain what fuel poverty is, and you will learn about energy saving advice and measures. Through role play you will have the opportunity to explore solutions to support households with different home energy situations.
16:00 - 16:15	Daily check-in	Time to check-in and reflect on the day.



Friday - In person		
Time	Session	Outline
9:15 - 9:30	Settle in	Arrive and settle in
9:30- 13:15	Retrofit Delivery - site visit	A Project Manager will lead a visit to a site in Pathhead. You will see firsthand the process of householders having external wall insulation, solar panels and batteries installed.
13:15 - 14:00	Lunch	
14:00-16:00	Reflection time	Time to reflect on the week as a whole and the experiences you've had. You will be given a task to write a blog for our internal newsletter about your experience.
16:00-16:15	Return Equipment and wrap up	



Here are some thoughts from previous Work Experience participants:

“ I didn't really know much about careers in the environmental sector, and it was useful to know about how diverse they are, as well as the different routes people have taken to get into them. It feels much more achievable, like something I could actually do ”

“ I really enjoyed this week and it has been one of the most valuable experiences that will stick with me for a long time ”

“ It has made me consider the impact climate change is having on the world, and shown me the value in pursuing a career that isn't just financially fulfilling, but also benefiting the world. ”

WHO WE ARE

Changeworks has been leading the way in delivering high impact solutions for lowcarbon living for over 35 years. We work with government, local authorities, housing associations, businesses, community groups and individuals to make it happen.

We work for a positive low-carbon reality for everyone, ensuring a just transition for all towards a green economy and society. This will require a sustainable low-carbon society that seeks to reduce the scourge of fuel poverty. Tackling inequalities is core to this mission, as is addressing high levels of emissions among the most well off.

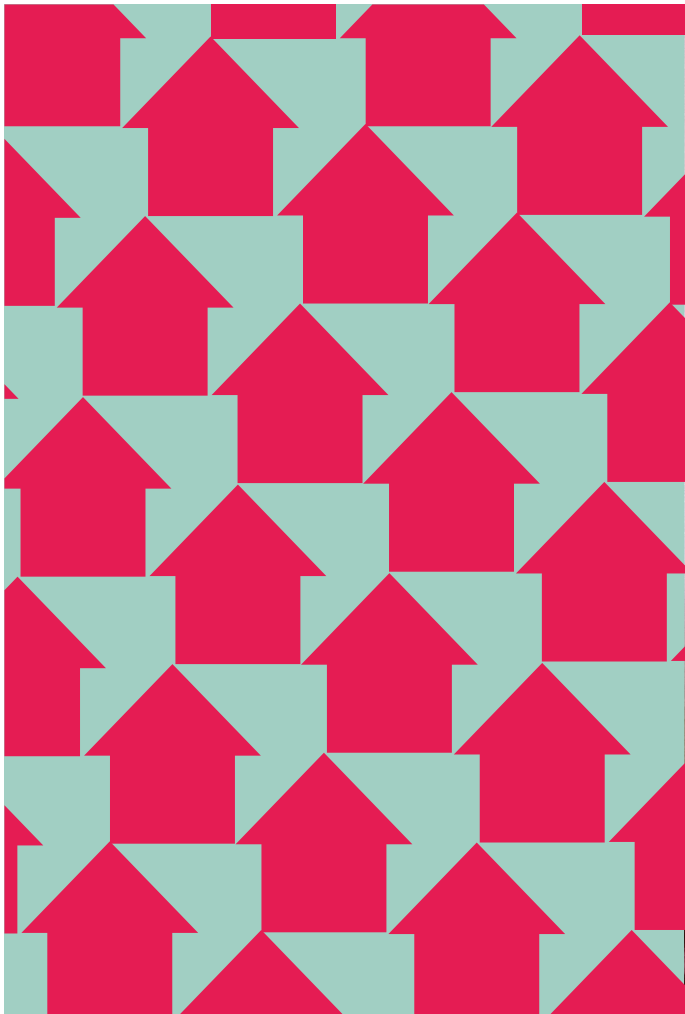
While we believe that individual actions to reduce emissions do make a difference, this action must be dramatically and radically scaled up to avert disaster in the time we have left.

Our commitment to a just transition ensures that we are developing and delivering solutions to benefit all sectors of society, including a focus on those who are suffering from fuel poverty.

We have a strong track record of:

- Working in partnership with others
- Building trust and engagement with communities to inspire action
- Researching and piloting new services
- Scaling delivery to reach more people
- Openly sharing our knowledge and expertise
- Technical and practical experience in the development and delivery of home decarbonisation

Collaboration, empowerment, innovation, integrity and passion are the values which shape our behaviours and actions.



Cat Gear
Facilities Officer

“ At Changeworks you’re not a number on the payroll, you’re a real person and folk are interested to get to know you. ”



[Read more about Cat](#)

OUR PEOPLE

At Changeworks, we really value our talented and diverse people. That's why we do everything we can to be a supportive and positive environment that allows them to do their very best for the people we work with. We understand the importance of work-life balance and being flexible. Hybrid working is now the norm for the majority of our staff, with strong flexible working policies to allow people to work in the way that best suits them.

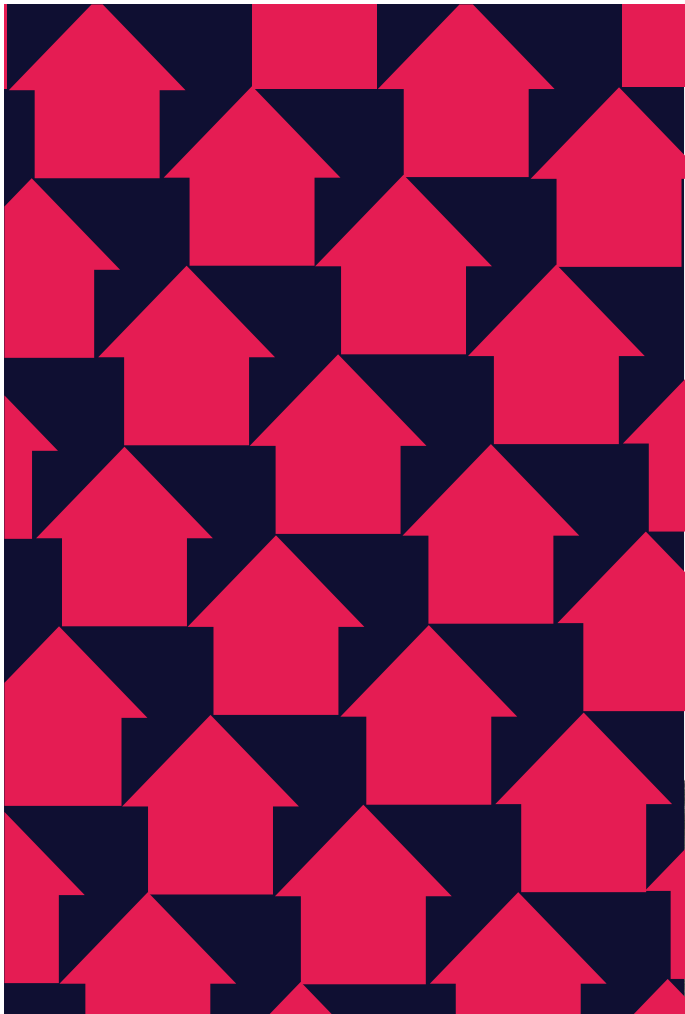
Staff wellbeing is a key priority for us, with a dedicated staff group promoting wellbeing and supporting staff across Changeworks and continually improving what we offer.

The more supported and happy staff feel, the more successful we can be at achieving our mission. And in our annual staff satisfaction surveys, they tell us they feel it too – the latest survey found that nearly 86% of staff felt supported by the organisation, 89% agreed that they approve of the company culture, and 88% are proud to work for Changeworks.

We also provide good opportunities for progression and development, with a dedicated learning and development strategy to help staff meet their personal goals. Many of our staff stay at Changeworks for the long term, able to develop their careers and find new avenues for their passion and talents.

In 2021 we achieved Investors in People Platinum, the highest level of that accreditation. Only a handful of other employers in Scotland have this, and only 2% of IIP members worldwide.

Hear more about working with us from our team [HERE](#)



Jay Scott
ICT Support Technician

“Changeworks offers an excellent culture along with a great work-life balance. Each day I feel empowered to help my colleagues deliver excellent projects to benefit people across Scotland.”



[Read more about Jay](#)

OUR IMPACT

When people join Changeworks, they are joining an organisation with a long track record of achieving big things.

Through our work with individuals, households, businesses and other organisations, we prevent hundreds of thousands of tonnes of carbon from damaging our fragile planet every year.

Our impact 2024-25



We saved **366,677** tonnes of carbon*. This is equivalent to the annual average carbon emissions via home electricity use of **655,809** households.



12,359 homes received support to install energy efficiency measures and renewables through Changeworks' services including those who were supported with loan and grant referrals for identified measures by our Home Energy Scotland teams in the Highlands and Islands and Southeast, as well as those supported in Scotland through our joint venture partnership Warmworks.

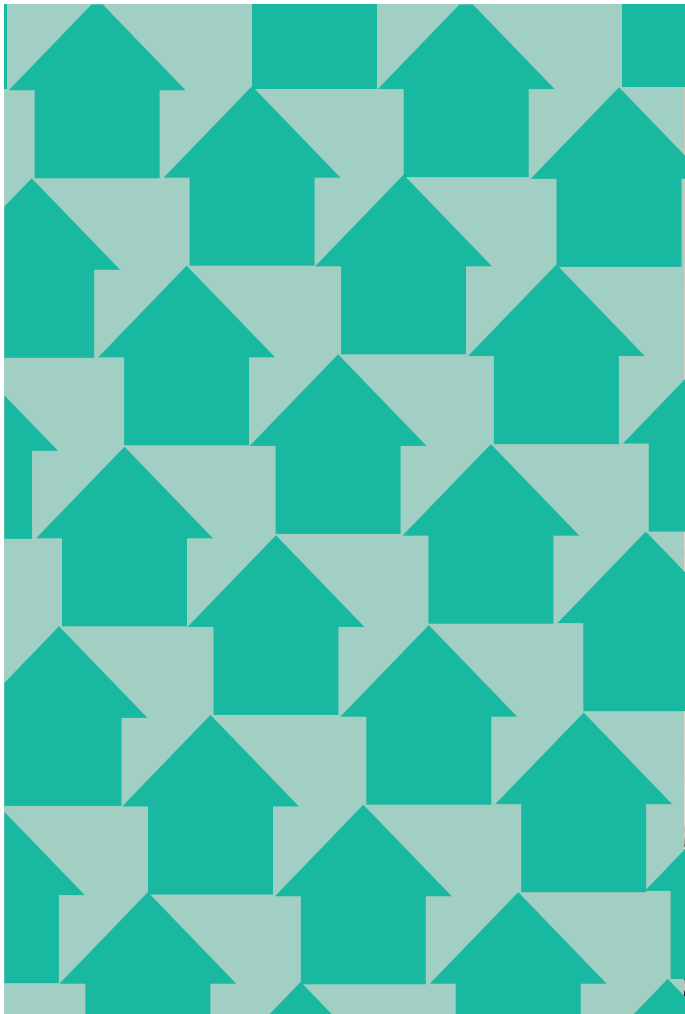


We provided advice to **47,193** householders through Changeworks' services including our delivery of Home Energy Scotland in the Highlands and Islands and Southeast.



We provided in-depth support to **4,491** households in fuel poverty.

You can find out more about our impact and download the [full report](#) on our website.



Kehinde Moses
In-home Specialist Energy Advisor

“Changeworks is a prestigious environmental charity... this gives me an opportunity to explore different areas to work and develop my career by working for a company helping to fight climate change.”



[Read more about Kehinde](#)

Changeworks

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Investors
in Diversity
Silver UK

Until
April
2027