



Recruitment Pack

Development Officer

Full-time

Up to £36,750

The Opportunity

Overview

The Green Action Trust is Scotland’s leading environmental regeneration charity (registration SC015341) and we have been planting and managing woodland in Central Scotland for over 40 years. We are the trusted delivery partner for the Scottish Government and a wide range of stakeholders including local authorities, regional partnerships, landowners, environmental groups, and local communities. We are passionate about delivering positive environmental and social change in Scotland and are seeking candidates who have a similar passion to help us deliver and grow our activities.

To meet our objectives, the expectations of our partners, and to play our part in responding to the twin crises of climate change and biodiversity loss, we are pleased to be recruiting for a Development Officer into our organisation.

Our Development Officers lead on the development and implementation of projects and programmes that help realise the Trust’s vision and ambition. These projects and programmes relate to: climate change and adaptation; green infrastructure; biodiversity; net zero; and the green recovery.

Working with a wide range of stakeholders, our Development Officers manage the relevant phases of each project from early scoping and securing funding, through the consultation phase, to the final design and beyond.

Our Development Officers spend time accessing sites that can be relatively remote, with challenging ground conditions. Travel to project sites is an essential component of the job, therefore a clean driving licence and access to a vehicle is a requirement of the role.

Status	Full-Time
Hours	35 hours (FT)
Salary	£26,250 - £36,750
Location	Hybrid

Reports to	Operations Manager
Direct reports	None
Key relationships	<u>Internal</u> Project Officers, Landscape Architects, Foresters, GIS Officer, Communications & Finance colleagues <u>External</u> Clients, Partners, Stakeholders & Funders



Role Description

Key Responsibilities

- Working with stakeholders, manage the relevant phases of project development from early scoping to final design and beyond. During the scoping phase this requires ongoing dialogue and negotiation to ensure the client's expectations can be met, within available resources.
- Working with the internal design team, and external consultants as required, maintain oversight of the project development to meet agreed project milestones.
- Obtain all relevant consents, permissions and approvals as part of the project development process and ensure project compliance in line with regulatory requirements.
- Identify sources of potential funding; win, manage and report on project funding, in line with contribution targets. Maintain financial oversight of each project, acting as required, for example if the estimated costs change and further discussion is required with the client.
- Work with local community stakeholders, consulting as appropriate and ensuring the outcomes of consultation are communicated with them, using a range of channels including social media and face-to-face discussions.
- Liaise closely with all relevant parties on safeguarding and/or enhancing biodiversity, cultural and built heritage.
- Maintain oversight of projects and partner liaison during project implementation and beyond, ensuring clients and stakeholders are kept informed throughout.
- Assist partners with project funding advice and/or funding applications.
- Monitor, evaluate and report on projects and funding and support wider reporting, working with other colleagues.
- Tender, commission and manage external consultants ensuring standard practice is adhered to.
- Undertake such work as may be considered necessary from time to time, up to or on a level with the main responsibilities of the post.

Communication

- Foster effective working relationships with colleagues to enable timeous two-way information sharing that enables and improves business performance.
- Provide written content for internal and external reporting, helping the Trust to promote projects and gain publicity in support of their ambitions.
- Foster and maintain positive working relationships with private/public/voluntary sector organisations, businesses and partners.
- Engage with relevant partners, including Funders, Local Authorities, other stakeholders, landowners, and communities in relation to project development and delivery.
- Plan and deliver community engagement events including workshops, consultations and site visits, being mindful of the needs of each audience and adapting the messaging and communication style appropriately.



Candidate Profile

Experience

- Proven track record of development and implementation of environmental and community enhancement projects.
- Experience of managing consultants effectively and within budget.
- Demonstrable experience of developing & managing successful funding bids.
- Experience of community co-design processes and/or facilitating community engagement and consultation.
- Track record of working in partnership with other organisations or working as part of a team.

Knowledge & Skills

- Awareness of and passion for green/sustainability agendas and working knowledge of relevant policy/strategic landscape.
- Excellent working knowledge of project funding environment.
- Expert knowledge in one or more of the following areas: green infrastructure; active travel; environmental/urban regeneration; climate adaptation/mitigation; innovative approaches to greenspace management; the planning system; carbon management/sequestration; habitat management/creation; ecological surveys; woodland creation; vacant and derelict land.
- Excellent verbal and written communication skills and an ability to communicate easily with a wide range of audiences, tailoring and modifying as necessary.
- Excellent interpersonal skills, with the ability to build and maintain strong working relationships.
- Knowledge of project management tools such as the RIBA Plan of Work.
- Good planning and organising skills, with the ability to manage different projects simultaneously.
- Able to problem solve as required, ensuring all options are explored and expectations continue to be met wherever possible.
- Proficient in the use of software packages such as Office, GIS.

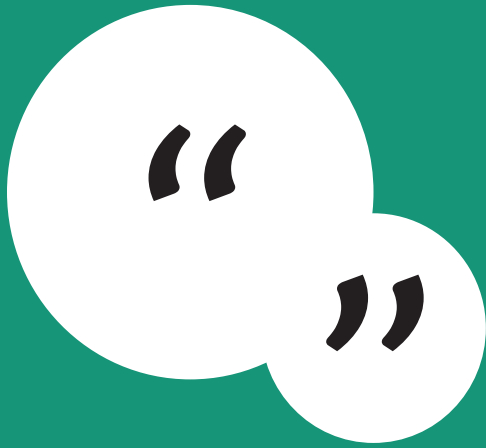
Qualifications

- Relevant degree or post-graduate qualification (or equivalent experience).
- Evidence of continued professional development.
- Professional membership (or prepared to work towards membership) of an appropriate registered body.

A photograph of a young oak sapling in a grassy field. A shovel with a green handle and a wooden shaft is leaning against the base of the tree. A thin wooden stake is placed next to the tree, with a blue ribbon tied around it. The background shows a clear blue sky and a distant horizon. The text "Working for us" is overlaid in white on the right side of the image.

Working for us

What makes
us different



Sustainable development is at the core of the Trust's Vision and Mission and the work that we undertake across Scotland.

We are looking forward to continuing our commitment to the United Nations Sustainable Development Goals and supporting action that will address the climate challenges that lie ahead of us.

**Michael Roe
Chair, Green Action Trust**

Employee Benefits



The Green Action Trust believes its employees should be well rewarded for the work they do. We offer a variety of benefits and rewards to support our employees, including:



*Non-contractual benefits are subject to periodic review and change to meet organisational and employee needs.



Our Culture

Green Action Trust is a friendly, positive and collaborative place. People are at the heart of what we do.

You will be joining a small but motivated team who are passionate about making a difference to climate sustainability, biodiversity, environmental impacts and health and wellbeing through engaging communities and partners.

Your Impact

As a small organisation, all our staff have a big impact. Each role is essential and the value and contribution of every staff member is vital.



"It's great to be able to focus on delivering projects on the ground and really feel like I am making a difference to the environment and local communities. Working for the Trust is very different from working for local government – in a good way! Being part of a small organisation means it's easier to make decisions and get things done. Working with colleagues whose goals are the same as mine and are focused on finding solutions and thinking outside the box makes this a refreshing workplace to be part of."

Louisa Maddison
Development Officer



"Working as a forester for the Green Action Trust is a refreshing and interesting role. The projects we take on are often unique, the likes of which you'd not easily find within the private sector. As a dynamic team working closely with development officers, we take a key role in projects from their earliest conceptual stage all the way to delivery and maintenance. Having this level of longer-term oversight of a project is one of the attractive and atypical elements of our role relative to the wider forestry industry. Finally, and most importantly, working as part of a close-knit organisation, unified on the goals of positive outcomes for the environment and people, has always been a personal priority, guiding where I choose to work, and the Green Action Trust certainly fulfills that brief."

Ned Rundell
Senior Forester



Equality, Diversity & Inclusion

Green Action Trust strives to be a diverse and inclusive place where we can all be ourselves and we are committed to equality of opportunity for all staff.

Individuals are encouraged to apply regardless of age, disability, gender, sexual orientation, race or ethnicity, religion or belief.

In order to monitor the effectiveness of our policy, all applicants are asked to complete an Equal Opportunities form which can be found at: <https://www.surveymonkey.co.uk/r/GAT-EqualOpps> or via the QR code below.



Contact us

contact@greenactiontrust.org

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G33 6FB

www.greenactiontrust.org



[/green-action-trust](https://www.linkedin.com/company/green-action-trust)



[@GreenActionT](https://twitter.com/GreenActionT)

Further Information:

We encourage applicants to get in touch for an informal discussion about the role with our Operations Manager. To arrange this, please email:

rebecca.robertson@greenactiontrust.org

To apply:

Please submit with a covering letter explaining why you are suitable and what attracts you to this role, a recent CV and document detailing how you meet the relevant criteria. This should be submitted online at:

<https://hr.breathehr.com/v/development-officer-33943>

Closing date:

25th February 2024

Interview dates:

Expected 4th - 8th March 2024. Please notify us of any unsuitable dates.



POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org