



**Green  
Action  
Trust**

# **Recruitment Pack**

**Project Manager**

**Full-time**

**Up to £35,300**



# The Opportunity

## Overview

*The Green Action Trust is Scotland's leading environmental regeneration charity and a trusted delivery partner for the Scottish Government and a wide range of public, private and non-profit stakeholders. To further our work turning policy into action on climate change, biodiversity and environmental inequality, we are pleased to be recruiting for a Project Manager into our organisation.*

Our Project Managers facilitate the design and delivery of complex projects and programmes that help to realise the Trust's vision and ambition at scale through multi-agency partnerships. These projects and programmes relate to: climate change and adaptation; green infrastructure; biodiversity; net zero; and the green recovery. They reflect the Trust's priorities set out in our annual Business Plan and over time will evolve based on new opportunities that you will help to identify, shape and realise.

For at least the first 6 months this role will focus on our work in the Levenmouth area as part of the wider Leven Programme. You will successfully manage the final 4 months of the Leven River Park Project's NLHF-funded development phase and the transition towards the project's delivery phase, including the submission of the NLHF Stage 2 / Delivery Phase funding application in August 2024.

You will be responsible for overseeing the finalisation of the Delivery Phase Area Action Plan, project plan and budget, making quarterly progress reports and grant claims to NLHF. You will task manage the project team, facilitate and report to the Project Steering Group and report internally to the Trust as necessary. You will additionally support securing of match funding and setup of systems for the Project's delivery phase.

The role will also manage the creation of a project-wide Monitoring and Evaluation Plan, and other specific pieces of contract work such as studies, surveys and design details.

In your role, you will work with a wide range of stakeholders and manage the relevant phases of each project from early scoping to final implementation, including securing funding, consultation and design. Travel to project sites is an essential component of the job, therefore a clean driving licence and access to a vehicle is required.

More information on the Leven Programme can be found [here](#).

Status

Full-Time

Hours

35 hours (FT)

Salary

£30,441 - £35,302

Location

Hybrid

Reports to	Head of Programme Management
Direct reports	None
Key relationships	<u>Internal</u> Senior Programme Manager, Project Managers, Development Officers, GIS Officer, Communications & Finance colleagues
	<u>External</u> Clients, Partners, Stakeholders & Funders

A photograph showing two individuals from behind, standing in a grassy field with trees in the background. They are wearing orange high-visibility vests with the Green Action Trust logo. The person on the left is pointing towards the trees. The person on the right has their arms crossed.

# Role Description

## Key Responsibilities

- Full lifecycle project management of all aspects of the assigned Project, ensuring oversight is maintained of development and delivery phases and agreed project milestones are met.
- Task manage and motivate the assigned project staff and/or volunteers to deliver their responsibilities for example community co-design, communications, landscape design.
- Tender, appoint and supervise consultants and / or contractors to carry out specific activities to develop or deliver the Project's outputs.
- Obtain all relevant consents, permissions and approvals as part of the project development process and ensure project compliance in line with regulatory requirements.
- Oversee creation and utilisation of appropriate Monitoring and Evaluation or quality check mechanisms for the assigned Project with the support of Green Action Trust colleagues.
- Plan, manage and audit the Project's budget including estimates, spend and procurement.
- Assist with identifying sources of potential funding for each project phase and making grant applications.
- Be responsible for timeous and accurate progress reporting and grant claiming to funders.
- Organise regular meetings of the Project's multi-agency oversight, governance or Steering Group, providing papers and information to allow the Group to carry out a full supervisory function.
- Liaise between the different workstreams, stakeholders and project leads within the Project to ensure effective partnership working and timely receipt and sharing of necessary information and evidence.
- Provide reports as required to the Senior Programme Manager, Head of Programme Management, and external agencies or other key stakeholders.
- Be the main point of contact for the assigned Project's partners, stakeholders and funders, liaising closely with them as required.
- Identifying, mitigating and managing risk within the assigned Project.
- With the support of the Facilities Officer, be responsible for Health and Safety issues for the Project team and/or volunteers.
- Foster effective working relationships with colleagues to enable timeous two-way information sharing that enables and improves business performance.
- Foster and maintain positive working relationships with private/public/voluntary sector organisations, businesses and partners.



# Candidate Profile

## Experience

- Experience of partnership working
- Financial procedures, budget management and attention to detail
- Applying for or managing grants or grant claims
- Procuring and managing third party contractors
- Working for an NLHF, Scottish Government or other grant funded project (Desirable)
- Line management experience (Desirable)
- Experience of community co-design processes and/or facilitating community engagement and consultation (Desirable)

## Knowledge & Skills

- Proven skills in project and/or programme management.
- Proven time management skills and ability to work under pressure and adapt to change
- Strong interpersonal and communications skills
- Proven ability to produce internal and external reports
- Proficient in the use of software packages such as MS Office, GIS
- Understanding of the application of Healthy and Safe working practices.
- Ability to travel to events and locations which may have limited or no public transport links
- Willingness and ability to work occasionally outside normal office hours, including evenings and weekends
- Able to create or update websites and social media channels (Desirable)
- Knowledge of heritage, environmental and landscape designations (Desirable)
- Familiar with the Levenmouth area of Fife (Desirable)
- An interest in heritage, environmental conservation, community empowerment and/or sustainable development (Desirable)

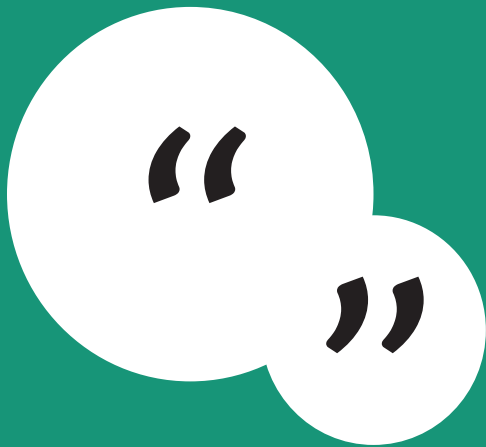
## Qualifications

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



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 with multiple partners, funders, project teams and communities is all part of my role at Green Action Trust. Since joining in June 2022, my focus has been on The Leven Programme. It has been fascinating to learn how the Trust has developed multiple projects that will deliver huge environmental and social benefits at scale. Having previously worked in consultancy, this role allows me to apply my experience in an enabling and decision-making capacity, and to meet and work with great people along the way."*

**Laura Schofield**  
Development Manager



## 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](mailto:contact@greenactiontrust.org)

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North Lanarkshire  
G33 6FB

[www.greenactiontrust.org](http://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. To arrange this, please email:

[rebecca.robertson@greenactiontrust.org](mailto:rebecca.robertson@greenactiontrust.org)

## To apply:

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

<https://hr.breathehr.com/v/project-manager-34499>

## Closing date:

6:00pm - 4th April 2024

## Interview dates:

Will be scheduled in early April 2024.  
Please notify us of any unsuitable dates.



POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

[greenactiontrust.org](http://greenactiontrust.org)