



Green  
Action  
Trust

# Recruitment Pack

**Project Officer**

Full-time

From £26,250



# 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 Officer into our organisation.*

As part of a multi-disciplinary team, our Project Officers focus primarily on the delivery of a broad range of environmental improvement projects that regenerate and create sustainable places and deliver environmental and social benefit.

Our Project Officers are responsible for overseeing the on-site construction works, ensuring these are delivered on time and within the contracted price, while ensuring build quality. Project Officers work collaboratively with the technical design team, including Development Officers, Foresters and Landscape Architects, to produce contract documents, evaluate tenders and work with the selected contractor to realise project ambitions and outcomes during the development and delivery phases.

Our Project Officers regularly 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** From £26,250

**Location** Hybrid

**Reports to** Operations Manager

**Direct reports** None

**Key relationships** Development Officers, Foresters, Landscape Architects, Contractors, Funding Partners, Landowners



# Role Description

## Key Responsibilities

- Ensure that all project outcomes, sustainability aspirations and project budgets are adhered to.
- Assist the Development Officers in undertaking stakeholder consultation including the production of suitable materials.
- Ensure that Green Action Trust guidelines on tendering and procurement activities are followed.
- Co-ordinate upcoming projects ensuring all parties are competent and adequately prepared for their role in the project. Oversee on-site construction work as required.
- Manage the construction stage of projects in accordance with CDM regulations and the construction programme. Resolve any design queries from site as they arise.
- Manage project budgets positively and timeously, reporting on any variance between forecast and actual budgets and take appropriate action where necessary.
- Provide technical and project management support, including health and safety, in matters relating to contract management to colleagues, clients and partner organisations.
- Where appropriate, delegate work activities to trainee staff, providing support and direction where needed, to assist with their knowledge and skills development.
- Where necessary, support the relevant Director in the management, maintenance and development of the Trust's property and land holdings.
- 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 two-way information sharing that enables and improves business performance.
- Form effective and productive working relationships with colleagues, funding partners, clients, landowners, contractors and other organisations and individuals during the development and implementation of projects, ensuring information flows effectively and timeously to all relevant parties.
- Foster and maintain effective working relationships with a broad range of contractors, particularly during the project planning phase and while on site.

# Candidate Profile



## Experience

- Experience of the production of contract documents and a knowledge of Bills of Quantities are highly desirable.
- Experience of working in teams who manage greenspace or infrastructure projects.
- Demonstrable contract administration experience is desirable, along with an understanding of the functions of a Clerk of Works.
- Demonstrable experience of taking the lead and showing initiative.

## Knowledge & Skills


- Proficient in the use of mapping software such as QGIS and general packages such as MS Word and Excel.
- Financial competence, including prioritising and targeting resources within approved budgets.
- Comprehensive understanding of the application of healthy and safe working practices.
- Production of contracts, drawings, bills of quantity and specifications.
- Working knowledge of CDM regulations and the application of health and safety practices in a construction field. Knowledge of conducting Risk Assessments and Method Statements (RAMS) and implementing safety checks on site.
- Solution orientated, applying fresh thinking to challenges.
- Strong negotiation skills.

## Qualifications

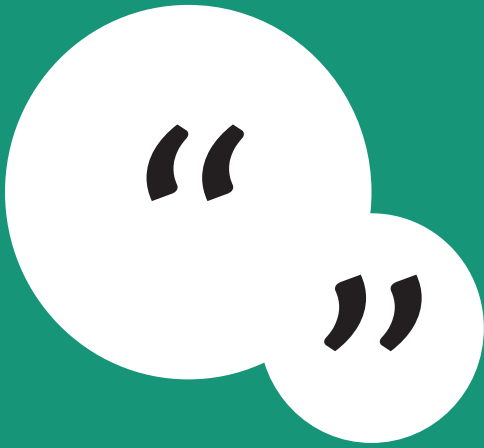
- Possession of a relevant degree or HND would be beneficial.
- Evidence of continued professional development.
- Working towards or having a professional membership of an industry institute, such as the Institute of Chartered Foresters, would be preferred.

A photograph of a young oak tree in a field. A shovel with a green handle and a wooden shaft is leaning against the tree. A wooden stake is also leaning against 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

A teal circular graphic containing the text "What makes us different" in white. The background of the entire image is a photograph of a young oak tree in a field, with a shovel and a wooden stake leaning against it.

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 at the following link: <https://surveymonkey.co.uk/r/GAT-EqualOpps> or via the QR code below.



### Contact us

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[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 provide 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-officer-34791>

## Closing date:

6:00pm - 18th April 2024

## Interview dates:

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



**Green  
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**POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION**

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