



Green  
Action  
Trust

# RECRUITMENT PACK

Head of Strategic Development

£47,487 pa

Full-time

# 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 Head of Strategic Development into our organisation.

Leading a multi-disciplinary team, the Head of Strategic Development plays a critical role enabling and driving strategic thinking and planning across the organisation to ensure we are delivering the maximum impact.

In addition to managing our Strategic Development team, you will support and drive the direction within the organisation with critical and systems thinking, working with Directors and other Heads to support the leadership team and the Board.

### Key Information

#### Job Title

Head of Strategic Development

#### Salary

£47,487 pa

#### Hours

Full-time (35 hrs/week)

#### Location

Hybrid

#### Reports to

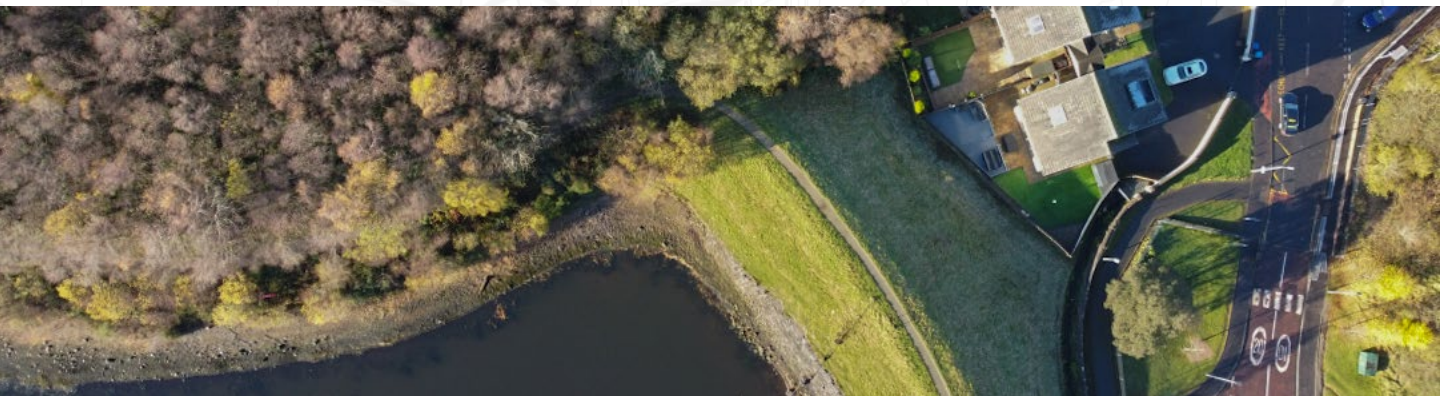
Director of Strategy

#### Direct Reports

Development Managers,  
Project Officers, Researcher

#### Key Relationships

Senior management and policy units within key partner organisations and stakeholders, Scottish Government, local government, academic institutes, private and third sector





# ROLE DESCRIPTION

## Key Responsibilities

---

- **Strategic Coordination:** Align the organisation's strategy internally and with external stakeholders, ensuring decisions align with the Trust's purpose and growth opportunities.
- **Evidence-Based Decisions:** Lead the research function to ensure decisions are evidence-led and that we are responsive to policy developments and consultations.
- **Strategic Planning:** Develop and implement strategic work plans to realise the Trust's purpose and ambition, collaborating with the Director of Strategy.
- **Partnerships:** Identify and forge strategic partnerships and collaborations to enhance our impact and leverage resources.
- **Operational Oversight:** Manage day-to-day operations of the Strategic Development Team, aligning resources with organisational priorities and reporting progress to the Director.
- **Team Leadership:** Inspire, mentor, and develop the team, fostering a collaborative and high-performing environment, and managing performance effectively.
- **Programme Management:** Oversee strategic delivery, reporting, and evaluation of Central Scotland Green Network (CSGN) projects, ensuring adherence to Trust guidelines and timely goal achievement.
- **Stakeholder Engagement:** Build and maintain senior-level relationships, represent the Trust in forums, and develop a strategic stakeholder engagement plan.
- **Financial Management:** Develop and manage the annual budget, monitor expenditure, identify cost-saving opportunities, and diversify funding streams.
- **Policy Advocacy:** Stay updated on environmental policies, advocate for supportive regulations, and coordinate our response to consultations.

## 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.

# CANDIDATE PROFILE



## Experience

---

- Previous experience of developing successful organisational strategies that align with business needs and timeously adapting these strategies and action plans when necessary.
- Proven experience within a leadership role, ideally but not necessarily gained within the environmental sector or a related field.
- Demonstrable experience of making a lasting and positive contribution within a senior team as well as being a positive and inspiring leader and manager to others.
- Demonstrable experience of successfully developing and implementing strategic plans and managing complex projects.
- Significant experience of working collaboratively and fostering and promoting team/partnership working.

## Knowledge & Skills

---

- Highly knowledgeable in, and passionate about, the field of environmental conservation and sustainability.
- Strong understanding of environmental issues, conservation principles and sustainability practices.
- A strategic thinker with the necessary vision to drive the Trust forward.
- Excellent leadership, communication, and interpersonal skills.
- Proficient in budget management, financial analysis, funding and resource allocation.
- Able to build and maintain effective relationships with diverse stakeholders.
- A high standard of written communication; ability to prepare reports that are well thought out and written with the audience in mind, ensuring complex and/or technical issues are well articulated and easily understood.
- Well organised with the ability to manage complex and competing demands.
- Results-driven and action-orientated.
- Adaptable and resilient in a dynamic work environment.
- Sound judgement, with the ability to take appropriate, calculated risks.

## Qualifications

---

- Bachelor's degree or higher in a relevant field (e.g. environmental science, conservation, non-profit financial management, organisational development, or similar)



# WORKING FOR US

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

We look forward to working together to continue our commitment to the United Nations Sustainable Development Goals, supporting action that will address the climate challenges that lie ahead of us.”

**Michael Roe**  
Chair, Green Action Trust



# WORKING FOR US

## 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 adaptation, sustainability, biodiversity, environmental impacts and health and wellbeing through engaging communities and partners.



“



*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, Development Manager

”

“

*It's great to be able to focus on delivering projects on the ground and really feel like I'm making a difference to the environment and local communities. Working for the Trust is very different from my previous role in 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 makes this a refreshing workplace to be part of.*

Louisa, Development Officer



”



# EMPLOYEE BENEFITS



At Green Action Trust, we believe our employees should be well rewarded for their work. We offer a variety of benefits and rewards to support our employees, including:

## Benefits at Work

- 35-hour work week
- 25 days annual leave
- 9 bank holidays
- Family-friendly policies
- Long service awards
- Professional membership subscription
- Enhanced mileage rates
- Skills development

## Benefits for Health

- Private healthcare
- Annual health check
- Enhanced sick pay
- Period & menopause friendly employer
- Employee assistance programme

## Lifestyle Benefits

- Hybrid working policy
- Flexible working arrangements

## Community & Social Benefits

- Social activities & events
- 7 hours volunteering leave
- Green activities

## Financial Security Benefits

- Contributory pension (8.25% employer, 4% employee)
- Income protection
- 4x life insurance
- Interest free staff loans for purchases
- Savings club
- Living wage employer

# APPLYING FOR THE ROLE

## 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 by visiting the following link or by scanning the QR code.

<https://uk.surveymonkey.com/r/GAT-EqualOpps>



## Further Information

We encourage applicants to get in touch for an informal discussion about the role. To arrange this, please email Rebecca Robertson at:

[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 an up-to-date CV.

These should be submitted via our HR portal on Breathe.com at the link below.

Apply for this role at:

<https://hr.breathehr.com/v/head-of-strategic-development-36511>

**Closing Date:** Monday 5<sup>th</sup> August

Interviews will take place on Thursday 8<sup>th</sup> August.





**Green  
Action  
Trust**

**POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION**

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