



**Green  
Action  
Trust**

# **RECRUITMENT PACK**

**Landscape Assistant**

**£26,250 - £30,441 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 a Landscape Assistant into our organisation.

Our multi-disciplinary Landscape Team is responsible for the delivery of a broad range of environmental improvement projects that regenerate and create sustainable places across Central Scotland with environmental and social benefit.

The Landscape Assistant will help with the development and production of designs and help facilitate the construction of projects onsite to handover. The Landscape Assistant is expected to work collaboratively with Green Action Trust's Landscape Architects, Project Officers, Development Officers and Foresters during the project development phase.

Travelling to project sites is an essential component on the role and some sites can be relatively remote, with challenging ground conditions. Our Landscape Assistant therefore requires a clean driving licence and access to a vehicle to undertake the role.

## Key Information

### Job Title

Landscape Assistant

### Salary

£26,250 – 30,441pa

### Hours

Full-time (35 hrs/week)

### Location

Hybrid

### Reports to

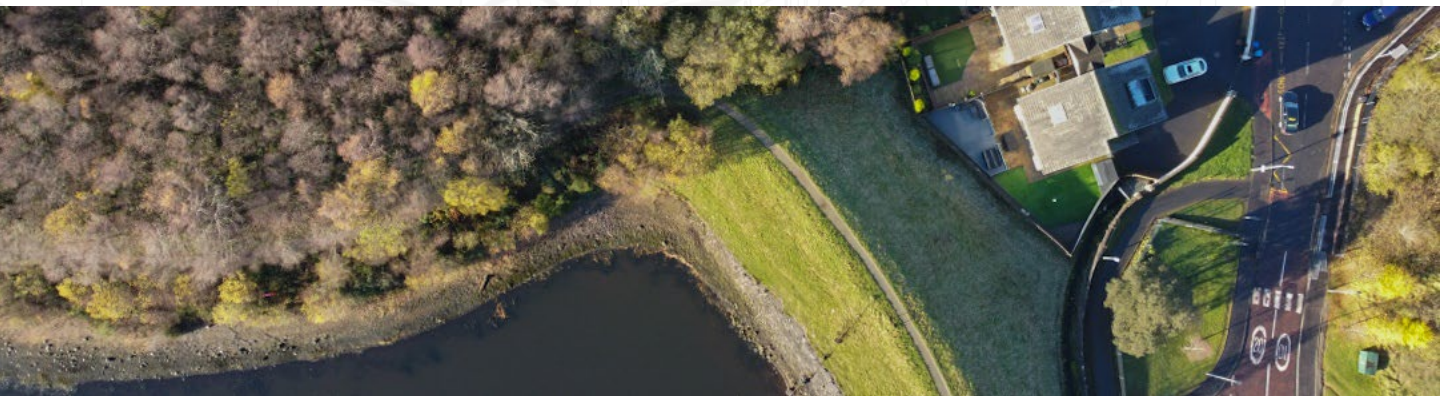
Head of Landscape

### Direct Reports

None

### Key Relationships

Foresters, Project Managers, Development Officers, Clients, Funders, Partners



# ROLE DESCRIPTION

## Key Responsibilities

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- To carry out surveys, analysis and design work as directed by the Head of Landscape.
- To prepare specifications and costings for all design work and tender documentation as required, and to assist the Head of Landscape in the management, implementation and completion of all relevant works on site.
- Assisting in the preparation and collation of information for relevant stakeholder and funder reporting and for providing legislative, professional and technical advice as necessary to other parts of the Green Action Trust.
- Assisting the Head of Landscape in making the most effective use of available financial resources and, where possible advising on remedial or pre-emptive action to address problems and maximise fee income.
- To maintain a close working relationship with the other Green Action Trust staff and key stakeholder contacts to assess implications arising from designs, particularly in respect of costings and implementation.
- To assist in the designing of plans for redundant landscapes and provide information in relation to the preparation of master plans for the landscape development of identified sites.
- To utilise and assist in the development of appropriate IT and computer systems within the wider team.
- To provide cover as necessary for other Landscape Team staff in the event of their absence including contributing to and attending external groups and agencies such as conferences, seminars and meetings.
- 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

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- Foster effective internal relationships with colleagues to enable two-way information sharing that improves business performance. Work closely with the Development Officers to help ensure projects are planned and managed accordingly.
- Foster and maintain positive working relationships with external organisations in the private, public, and third sectors, promoting the work of the Trust to all existing and potential stakeholders, partners, customers, clients, sponsors, and suppliers.
- Produce appropriate info graphics/designs tailored to the needs of the audience, from school children to local authority planning officers.



# CANDIDATE PROFILE



## Experience

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- Experience of the design and management of greenspace or green infrastructure projects, from concept to developed and technical stages within an office environment.
- Project management and development experience with a proven track record in delivering against set targets, within timeframes and on budget.
- Experience of assisting in managing contracts from creation through execution to completion, ensuring insurances, contract instructions, variations, practical completion and defects are all dealt with timeously and in line with procedures.
- Experience of preparing and producing contract drawings, bills of quantity, specifications and contract documents.
- Experience in helping compile tender documentation for projects in line with current procurement procedures.

## Knowledge & Skills

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- An understanding of Scottish and UK policy commitments to climate action, nature recovery and delivering a green post-Covid recovery.
- Knowledge and understanding of current issues and agendas relating to greenspace, sustainability and biodiversity.
- Understanding of compliance with financial procedures.
- Knowledge of the application of Health and Safety working practices.
- Track record of working in partnership with other organisations or working as part of a team.
- Able to adapt when project priorities change quickly to suit external drivers.
- Knowledge of the use of GIS and design software packages (such as Adobe Creative Suite.)
- Proficient in the use of MS Office, AutoCAD.

## Qualifications

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- SVQ Level 3, HNC or equivalent, in Landscape Architecture or a relevant subject which may include: Civil Engineering, Garden Design, Landscape Planning, Environmental Conservation
- Commitment to continued professional development.
- Professional membership of an industry institute, such as the Landscape Institute or willing to work towards this.

# 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.



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*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

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*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



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# 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

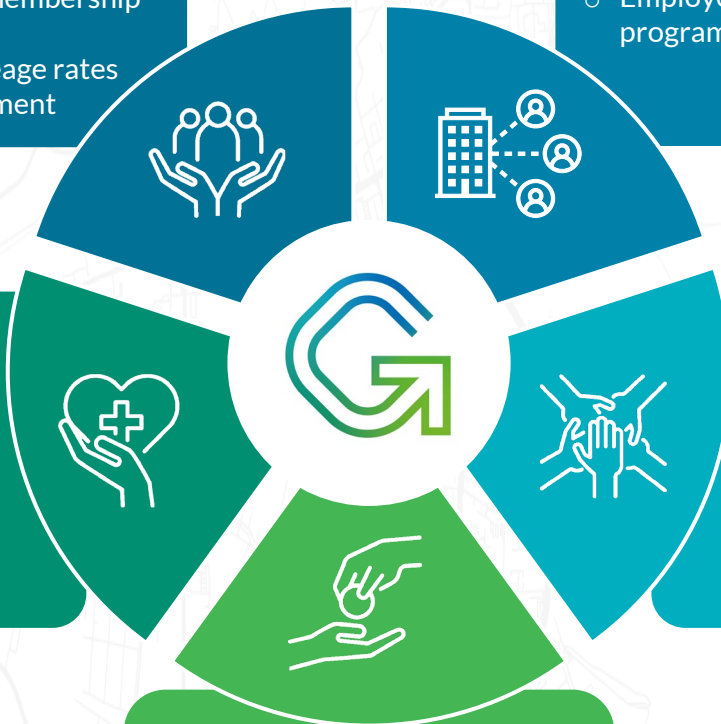
- Hybrid working policy
- Flexible working arrangements

## 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 Jo Glennie (Head of Landscape) at:

[jo.glennie@greenactiontrust.org](mailto:jo.glennie@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 via our HR portal on Breathe.com at the link below.

## Apply for this role at:

<https://hr.breathehr.com/v/landscape-assistant-36764>

**Closing Date:** 16/08/2024

Interviews will be scheduled shortly after the closing date. Please notify us of any unsuitable dates and we will try to accommodate these.





**Green  
Action  
Trust**

**POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION**

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