



Green
Action
Trust

RECRUITMENT PACK

Programme Manager

£42,577

Full Time (35hrs/week)

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.

We provide end-to-end project solutions across a number of environmental areas and are responsible for driving the delivery of the [Central Scotland Green Network \(CSGN\)](#), a national development and one of the most ambitious green infrastructure programmes in Europe.

To further our work turning policy into action on climate change, biodiversity and environmental inequality, we are pleased to be recruiting for a Programme Manager.

Working in the Strategy Directorate, the Programme Manager will play a vital role in leading the delivery of the Central Scotland Green Network.

You will be responsible for engaging with partners, planning and coordinating delivery, and working to develop new and novel funding and delivery mechanisms.

This is a fantastic opportunity to meaningfully tackle the climate and nature emergencies and environmental inequality.

Key Information

Job Title

Programme Manager

Salary

£42,577 (ST4 Pt1)

Hours

Full time 35 hrs / week

Location

Hybrid

Reports to

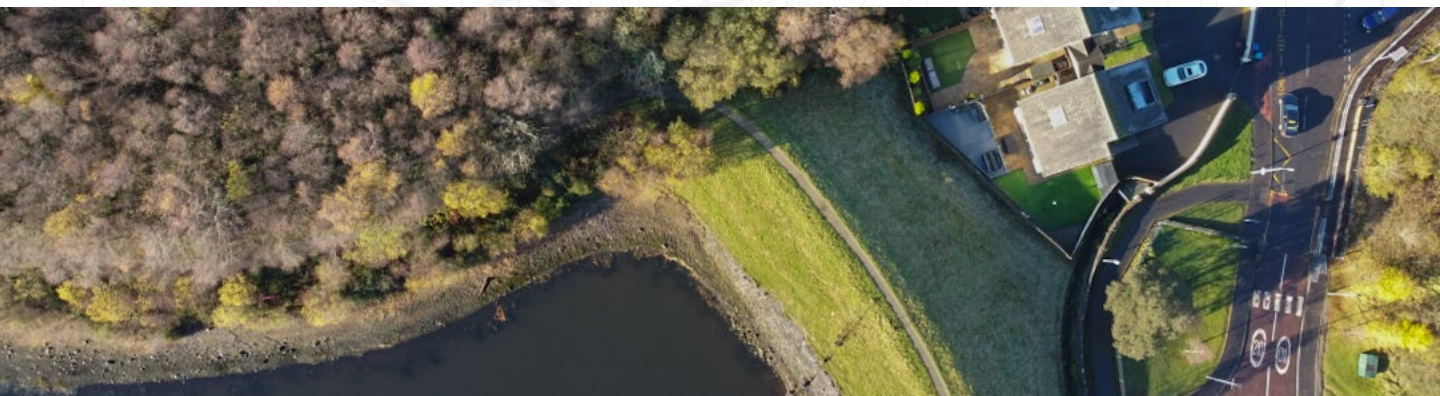
Head of Strategic Development

Direct Reports

None – 1-3 could be allocated on a temp or perm basis.

Key Relationships

- Strategy Directorate
- Management Team
- Development & Project Officers
- Key partners & stakeholders



ROLE DESCRIPTION

Key Responsibilities

- Be an ambassador for the promotion of the CSGN.
- In conjunction with the Management Team, create an environment that fosters engagement, creativity resulting in new CSGN programmes and projects.
- Work in partnership with the Scottish Government, civil servants and officers from non-departmental public bodies to advance the work of the CSGN.
- In conjunction with the Head of Strategic Development, ensure that all stakeholders and partners are fully briefed and supported in their engagement in CSGN programmes and activities.
- Lead on analysis and interpretation of all relevant environmental strategies and Scottish Government policies associated with climate change and biodiversity loss that are likely to have an impact on the CSGN's priorities, and those of the Trust.
- Ensure that appropriate consultation responses, position statements and reports that are relevant to the CSGN and the Trust's operating plans are drafted.
- Support the design and operation of CSGN programme and partner coordination and management arrangements.
- Manage and coordinate the delivery of DP30, the CSGN Delivery Plan.
- Represent the Trust at stakeholder events, network events, working groups (and the like) that are relevant to the CSGN, DP30 and environmental regeneration.
- Assist colleagues with the development and implementation of environmental regeneration projects that meet the ambitions and priorities of the CSGN and DP30.
- Lead on the development of appropriate communications and marketing activities that promote the value and ambition of the CSGN.
- In collaboration with the Comms Officer bring forward and deliver marketing plans that ensure that the CSGN has a high profile amongst its partners, key stakeholders, the Scottish Government and politicians.
- In collaboration with colleagues, bring forward new proposals to develop the range of funding sources and novel partnerships to deliver the CSGN.

CANDIDATE PROFILE



Experience

- Experience of managing national or regional environmental programmes
- Politically aware and experienced in policy analysis.
- Experience in partnership development, management and engagement.
- Experience of problem solving and analysing complex data.
- Experience of budgeting, capacity planning and financial forecasting.

Knowledge & Skills

- Proven skills in project and programme management.
- Knowledge of good practice in procurement and risk management.
- Good analytical skills and lateral thinking.
- An understanding of Scottish and UK policy in the areas of climate action, nature recovery and the connections to social and economic policy.
- Appreciation of the environmental sector and the role of environmental organisations across Scotland.
- An appreciation of the drivers for public and private sector organisations with regard to environmental action.

Qualifications

- Relevant degree or post graduate qualification (or equivalent experience)

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, Head of Operations



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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
- 25-30 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*
- Discounted gym membership*
- 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

To Apply

Please provide a covering letter (no more than 2 pages of A4) explaining why you are suitable and what attracts you to this role, along with an up-to-date CV (no more than 2 pages of A4).

These should be emailed (with the job role as the subject header) together with completed copies of our [Criminal Conviction Declaration Form](#) and [Candidate Additional Information Form](#) to:

recruitment@greenactiontrust.org

Closing Date: Monday 10 February 2025

Interviews will be scheduled following 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