



Green
Action
Trust



RECRUITMENT PACK

Project Assistant (Heritage)

£27,300

Full Time (35hrs/week), Fixed Term to May 2028

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 we are pleased to be recruiting for a Project Assistant.

This role will be supported by Archaeology Scotland, a leading heritage charity and a voluntary membership organisation, which works to secure the archaeological heritage of Scotland for its people through education, promotion and support.

As part of a multi-disciplinary team, this role will be key to the successful delivery of a range of archaeological and heritage projects. You will work with volunteers clients, funders, partners and stakeholders to deliver focused activity and provide monitoring information.

The post holder will be working on the [River Park Programme](#) which is part of the [Leven Programme](#), an ambitious environmental regeneration programme in the Levenmouth area of Fife. You will support the Project Manager and Project Officer to deliver the archaeology projects within the River Park Programme.

This is an outstanding opportunity for an experienced, innovative and ambitious professional to join a dedicated and motivated team at an exciting point in our programme to help us deliver on ambitious goals

Key Information

Job Title

Project Assistant

Salary

£27,300 (ST1 Pt1)

Hours

Full time 35 hrs / week
Fixed term until May 2028

Location

Leven

Reports to

Project Officer

Direct Reports

None

Key Relationships

- Archaeology Scotland project manager
- Leven Programme and River Park Programme project team
- Community groups and stakeholders

ROLE DESCRIPTION

The Role

Working alongside the River Park Project Team, you will assist in the Project Officer on three archaeology projects, and successfully prepare reports and project archiving. You will work with community groups and participants in the implementation of the archaeological programme. You will be responsible for supporting other staff and, together with the wider team, running workshops and other training sessions. There will be a considerable amount of weekend and out-of-hours work required.

Key to this role is the delivery of the heritage and archaeological aspects of the River Park Programme. These are focused on three principal areas: widening participation, showcasing local heritage, and engagement through the Hidden Heritage project; skills development and asset consolidation through the Methil Mill project; training, employability and organisational support through the Heritage Group Capacity Building Project.

These three archaeological projects are delivered by Archaeology Scotland on behalf of a sub-grouping of the Leven Programme, a multi-agency partnership with ultimate oversight of the River Park Project. The Partnership is made up of Fife Council, Green Action Trust, Fife Coast & Countryside Trust, Archaeology Scotland, Diageo, SEPA and the Connectivity Community Steering Group.

Key Responsibilities

- Directly contribute to archaeological field work including excavation, standing building survey, landscape survey
- Develop training materials for staff and volunteers and deliver workshops across the 3 programme areas.
- Co-ordinate participants, volunteers for all events and activities

CANDIDATE PROFILE



Experience

- An interest in archaeology and history and experience of working with community groups and young people
- Experience of coordinating, managing and training volunteers
- Experience of running public archaeology workshops and events is desirable
- Experience of working in Fife is desirable

Knowledge & Skills

- High degrees of self-motivation, enthusiasm and drive with a flexible and imaginative approach to work
- Strong organisational skills with the ability to work to tight timetables and to work positively in a small team
- Ability to communicate effectively with a wide range of people and bodies
- A sound knowledge of Scottish archaeological sites and monuments is desirable
- Full, clean current driving license is desirable

Qualifications

- A degree in Archaeology or closely related fieldwork is desirable
- Evidence of continued professional development

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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I've really enjoyed my time at Green Action Trust so far, and learning about the different programmes and projects that we deliver. My work with the Trust is interesting and varied, and it's great to be part of such a welcoming team.

I also really value working for an organisation that makes a tangible difference to the climate and environment.

Hannah, Communications Officer

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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

To apply for this position, please complete a [Candidate Application Form](#).

This should be emailed (with the job role as the subject header) together with your cover letter (no more than 2 pages of A4) and a completed copy of our [Criminal Conviction Declaration Form](#) to: recruitment@greenactiontrust.org

Please note that both Green Action Trust and Archaeology Scotland will be reviewing application information and conducting interviews for this post. Therefore, staff from both organisations will receive the submitted candidate information.

Closing Date: Monday 24th March 2025

Interviews will be scheduled week commencing 31 March 2025 . Please notify us of any unsuitable dates and we will try to accommodate these.



**Green
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POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org