



Green  
Action  
Trust



# RECRUITMENT PACK

Project Officer (Heritage)

£31,659

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 Officer.

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 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 Officer

#### Salary

£31,659 (ST2 Pt1)

#### Hours

Full time 35 hrs / week  
Fixed term until May 2028

#### Location

Leven

#### Reports to

River Park Programme  
Manager

#### 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

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Working alongside the River Park Project Team, you will lead on the design and implication of archaeology and heritage workshops, as well as the design and delivery of archaeological field survey, excavation and recording. You will also prepare reports and project archiving, help the Project Manager to support the wider team members and co-ordinate and support volunteers. You will promote project results and communicate with key stakeholders.

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

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- Work with the local community to explore and conserve historical and archaeological sites and assist in the planning and implementation of the project
- Design and deliver archaeological field work including survey and excavation
- Organise and run project workshops and employability skills programme
- Support the production of written documents such as Data Structure Reports and project protocols
- Task manage team members and coordinate and communicate with volunteers and participants
- Support the Project Manager to manage project budgets and timetable
- Communicate with key stakeholders including through the social media, traditional press and through evaluation

# CANDIDATE PROFILE



## Experience

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- 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 writing archaeological reports
- Experience of running public archaeology workshops and events is desirable
- Experience of working in Fife is desirable

## Knowledge & Skills

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- 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

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- A degree in Archaeology or closely related fieldwork is desirable
- Evidence of continued professional development
- Membership, or working towards membership, of a of relevant professional body

# 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](mailto: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](mailto: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  
Action  
Trust**

**POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION**

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