



Green
Action
Trust

RECRUITMENT PACK

Communications Officer

£27,300

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.

To further our work turning policy into action on climate change, biodiversity and environmental inequality, we are pleased to be recruiting for a communications officer. As part of a multi-disciplinary team, this role will be key to the successful delivery of an ambitious multiyear project (the River Park Programme). You will work with staff, funders, partners and stakeholders to deliver within our project partnership.

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 oversee and lead projects within the River Park Programme, working with colleagues in the Strategy and Operations Teams to deliver on the ground.

You will be looking for an opportunity to take your skills, knowledge and experience to the next level, and will thrive on leading and supporting others, operating as an exemplar in your field.

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 development to help us deliver on ambitious goals for growth.

Key Information

Job Title

Communications Officer

Salary

£27,300 (ST1 Pt1)

Hours

Full time 35 hrs / week

Location

Leven

Reports to

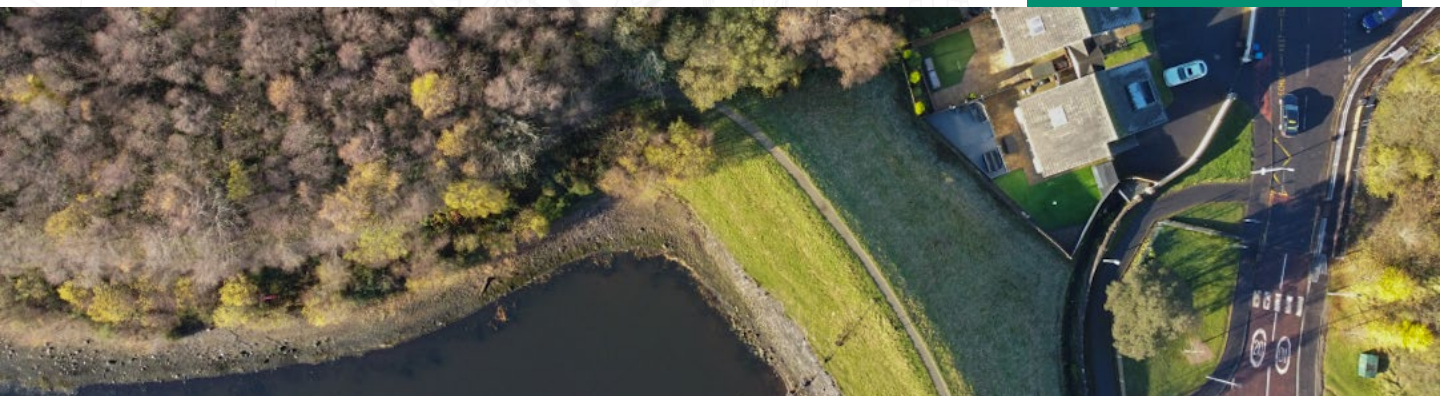
River Park Programme Manager

Direct Reports

None

Key Relationships

- Leven and Strategy teams
- Community groups and members
- Partners and stakeholders
- External suppliers



ROLE DESCRIPTION

Key Responsibilities

- Coordinate and deliver communications activities for the projects, ensuring integration with joint initiatives and related programs.
- Oversee the delivery of the project's interpretation project. Including appointing and managing consultants to support specific activities as required.
- Maintain the program website, keeping content up to date with support from the project team and partners.
- Undertake social media activities on behalf of the program and specific projects.
- Lead the development and production of promotional materials.
- Support the project manager and finance/admin officer with grant reporting and claim requirements.
- Attend regular meetings of the project steering group, providing information to enable the group to perform its supervisory role.
- Provide reports as required to the project manager.
- Liaise between different workstreams and projects within the program to ensure effective partnership working.
- Collaborate with the Green Action Trust Communications officer.
- Work with multiple stakeholders, including community groups.
- Attend events designed to promote the project and the Trust.
- Provide articles promoting the work of the project and the Trust as necessary.
- Adhere to all the Trusts policies and procedures .

CANDIDATE PROFILE



Experience

- Experience in delivering a range of interpretation services.
- Experience in managing websites and social media accounts.
- Experience working with communities and community groups.
- Experience working on HLF or other externally funded projects. (desirable)
- Experience in partnership working.
- Experience with large multi-project programs.

Knowledge & Skills

- Proven skills in communication tools and methods. Including experience in organising and running communication campaigns.
- Excellent communication skills in all forms, with the ability to tailor messages to relevant audiences and stakeholders.
- Strong interpersonal skills, well-organized, and able to work on one's initiative.
- Familiarity with the local area.
- An interest in conservation and/or sustainable development.
- Ability to travel to events and willing to work occasionally outside normal office hours, including evenings and weekends.

Qualifications

- Relevant degree or post-graduate qualification, or relevant experience.
- 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

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

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