



Green  
Action  
Trust

# RECRUITMENT PACK

Project Manager

£36,714 - £42,578

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 project manager. As part of a multi-disciplinary team, this role will be key to the successful delivery of a range of environmental regeneration projects. You will work with clients, funders, partners and stakeholders to set measurable objectives that are clearly defined and focussed on key event schedules, monitor activity, and oversee risk and budget management.

The initial focus of the role will be [the Leven Programme](#), an ambitious environmental regeneration programme in the Levenmouth area of Fife. You will oversee and lead on a suite of 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. As we grow, you will grow. You will share in our success.

### Key Information

#### Job Title

Project Manager

#### Salary

£36,714- £42,578 (ST3 Pt1-7)

#### Hours

Full time 35 hrs / week

#### Location

Hybrid

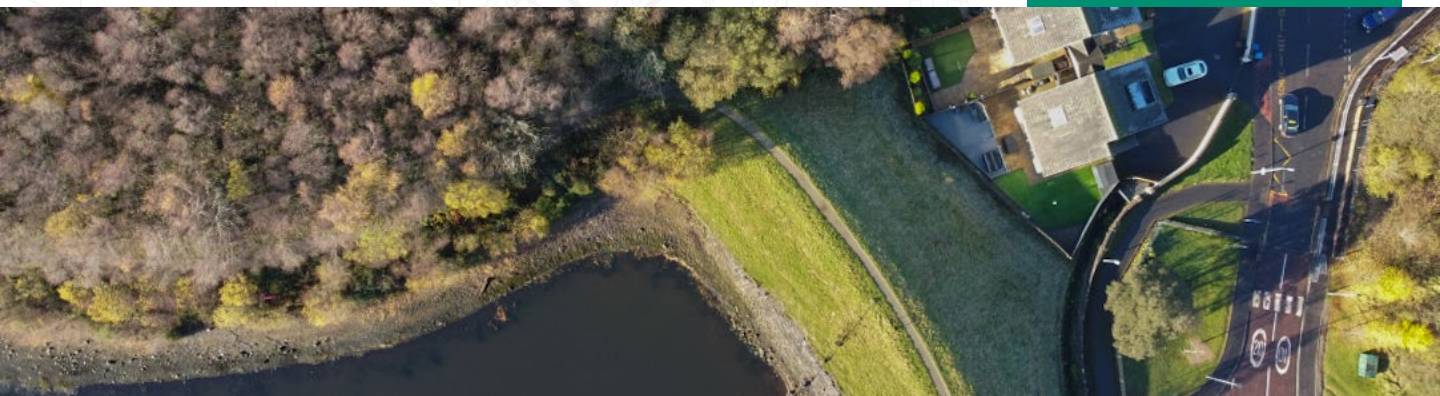
#### Reports to

Head of Programme Management

#### Direct Reports - TBC

#### Key Relationships

- Leven and Strategy teams
- Partners, clients and stakeholders
- Consultants and contractors
- Funding partners
- Community groups and members



# ROLE DESCRIPTION

## Key Responsibilities

---

- Working with stakeholders, manage the relevant phases of project delivery and construction for capital elements and supporting colleagues to deliver extensive activity and engagement programmes. During the delivery phase, this requires ongoing dialogue to ensure that programme aims can be met, while remaining in budget.
- Working with internal colleagues, and external consultants as required, maintain oversight of the project development to meet agreed project milestones, ensuring all parties are aware of their respective duties.
- Ensure the projects work within all relevant consents, permissions and approvals as part of the delivery process and ensure project compliance in line with regulatory requirements.
- Support and report on project funding, in line with the agreed programme targets. Maintain financial oversight of each project, acting as required. For example, if the estimated costs change and further discussion is required with the project team and funders.
- Coordinate the activity-based programme across the River Park Programme to ensure activities are integrated to produce the intended outcomes of the programme.
- Support officers in delivering the funded workplans for the River Park Programme and co-ordinate with capital works in the area.
- Tender and appoint contracts to deliver environmental programmes and projects.
- Monitor, evaluate and report on projects and funding, and support wider reporting, working with other colleagues.
- Liaise closely with all relevant parties on safeguarding and / or enhancing biodiversity, cultural and built heritage.
- 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.



# CANDIDATE PROFILE



## Experience

---

- Proven track record of working within a structured project management environment on the development and implementation of complex environmental and community enhancement projects. Includes experience of coordinating across different projects or workstreams.
- Experience of successful partnership working and stakeholder engagement, as well as experience of managing consultants effectively and within budget.
- Demonstrate experience of developing and managing successful funding bids.
- Experience of community co-design processes and / or facilitating community engagement and consultation. Environmental engineering background desirable, for example river restoration, nature based solutions.

## Knowledge & Skills

---

- Expert knowledge in one or more of the following areas: green infrastructure, active travel, environmental/urban regeneration, climate adaptation/mitigation, innovative approaches to greenspace management, the planning system, carbon management/sequestration, habitat management/creation, woodland creation, vacant and derelict land.
- Awareness of and passion for green/sustainability agendas and working knowledge of relevant policy/strategic landscape.
- Excellent verbal and written communication skills and an ability to communicate easily with a wide range of audiences, tailoring as necessary.
- Excellent interpersonal skills, with the ability to build and maintain strong working relationships.
- Good planning, problem-solving and organising skills, with the ability to manage different projects simultaneously.
- Proficient in the use of software packages such as Office, GIS.

## Qualifications

---

- Bachelor's degree or higher in a relevant field, or equivalent professional experienced.
- Professional membership of an appropriate registered body (or prepared to work toward a membership).
- 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.



“



*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

”

“

*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



”

# 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

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](mailto:recruitment@greenactiontrust.org)

**Closing Date: Friday 14th 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](http://greenactiontrust.org)