



Green
Action
Trust

RECRUITMENT PACK

Project Officer

From £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 Project Officer. As part of a multi-disciplinary team, this role will focus primarily on the delivery of a broad range of environmental improvement projects that regenerate and create sustainable places and deliver environmental and social benefit.

Our Project Officers are responsible for overseeing the on-site construction of projects as well as project design, appropriate to their expertise. Project Officers work collaboratively with Green Action Trust's Development Officers, Foresters and Landscape Architects during the project development and delivery phases.

Our Project Officers regularly spend time accessing sites that can be relatively remote, with challenging ground conditions. Travel to project sites is an essential component of the role therefore a clean driving licence and access to a vehicle are a requirement for the role.

You will be looking for an opportunity to take your skills, knowledge and experience to the next level, and will thrive on growing and supporting others.

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

Project Officer

Salary

£27,300 (ST1 Pt1)

Hours

Full time 35 hrs / week

Location

Stepps, Glasgow / hybrid

Reports to

Head of Landscape

Direct Reports

None

Key Relationships

- Development Officers
- Foresters
- Landscape Architects
- Contractors
- Funding Partners
- Landowners

ROLE DESCRIPTION

Key Responsibilities

- Ensure that all project outcomes, sustainability aspirations and project budgets are adhered to.
- Assist the Development Officers in undertaking stakeholder consultation including the production of suitable materials.
- Ensure that Green Action Trust guidelines on tendering and procurement activities are followed.
- Co-ordinate upcoming projects ensuring all parties are competent and adequately prepared for their role in the project. Oversee on-site consultancy work as required.
- Manage the construction stage of projects in accordance with CDM and environmental regulations and the construction programme, resolving any design queries from site as they arise.
- Managing pre-construction and construction phase checks for protected species.
- Daily site record keeping, signing off construction documents, compliance of CEMP and production of reports as required.
- Manage project budgets positively and timeously, reporting on any variance between forecast and actual budgets and take appropriate action where necessary.
- Provide technical and project management support, including health and safety, in matters relating to contract management to colleagues, clients and partner organisations.
- Where appropriate, delegate work activities to trainee staff, providing support and direction where needed, to assist with their knowledge and skills development.
- Where necessary, support the relevant Director in the management, maintenance and development of the Trust's property and land holdings.
- 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.

Communication

- Foster effective working relationships with colleagues to enable two-way information sharing that enables and improves business performance.
- Form effective and productive working relationships with colleagues, funding partners, clients, landowners, contractors and other organisations and individuals during the development and implementation of projects, ensuring information flows effectively and timeously to all relevant parties.
- Foster and maintain effective working relationships with a broad range of contractors, particularly during the project planning phase and while on site.

CANDIDATE PROFILE



Experience

- Experience of managing greenspace or infrastructure projects, including the management of environmental contracts and problem-solving.
- Project management experience with the ability to deliver against set targets, within timeframes and on budget.
- Demonstratable experience of taking the lead and showing initiative.

Knowledge & Skills

- Proficient in the use of packages such as Microsoft Word and Excel
- Financial competence, including prioritising and targeting resources within approved budgets.
- Comprehensive understanding of the application of health and safety working practices.
- Working knowledge of contracts, drawings, bills of quantity and specifications.
- Working knowledge of CDM regulations, and the application of Health and Safety practices in a construction field. Knowledge of conducting Risk Assessments and Method Statements (RAMS) and implementing safety checks on site.
- Working knowledge of current Environmental legislation and best practice.
- Solution orientated, with the ability to apply fresh thinking to challenges.
- Good communication and problem-solving skills.

Qualifications

- A qualification in ecology/environmental management would be beneficial.
- Evidence of continued professional development (Desirable)
- Professional membership of an industry institute (Desirable).
- Ideally, you will be accredited under the Construction Skills Certification Scheme (CSCS) as a 'Professional Qualified Person'.

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

*as part of private healthcare. Benefits are reviewed regularly and may be subject to change.

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

Should applicants wish to get in touch for an informal discussion about the role please contact Jo Glennie (Head of Landscape) at:

Joanne.glennie@greenactiontrust.org

To Apply

To apply for this position, please submit a current **CV** (no more than 2 sides of A4).

This should be emailed (with the job role as the subject header) together with a **cover letter** highlighting how you meet the requirements of the role (no more than 2 pages of A4), the Additional Information Form and a completed copy of our [Criminal Conviction Declaration Form](#) (preferably all saved as PDF) to:

recruitment@greenactiontrust.org

Closing Date: Tuesday 22 April 2025 by end of day.

Interviews will be scheduled week commencing 28th April 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