



**Green
Action
Trust**

RECRUITMENT PACK

Development Officer

£31,659

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 Development Officer.

Our Development Officers lead on the development and implementation of projects and programmes that help realise the Trust's vision and ambition. These projects and programmes relate to: climate change and adaptation; green infrastructure; biodiversity; net zero; and the green recovery.

Working with a wide range of stakeholders, you will manage the relevant phases of each project from early scoping and securing funding, through the consultation phase, to the final design and beyond.

This role will spend time accessing sites that can be relatively remote, with challenging ground conditions. Travel to project sites is an essential component of the job, therefore a clean driving license and access to a vehicle is a requirement of the role.

Key Information

Job Title

Development Officer

Salary

£31,659 (ST2 Pt1)

Hours

Full time 35 hrs / week

Location

Stepps, Glasgow / hybrid

Reports to

Head of Operations

Direct Reports

None

Key Relationships

- Project Officers
- Foresters
- Landscape Architects
- GIS Officer
- Comms and Finance colleagues
- Clients, partners, funders and stakeholders

ROLE DESCRIPTION

Key Responsibilities

- Working with stakeholders, manage the relevant phases of project development from early scoping to final design and beyond. During the scoping phase this requires ongoing dialogue and negotiation to ensure the client's expectations can be met, within available resources.
- Working with the internal design team, and external consultants as required, maintain oversight of the project development to meet agreed project milestones.
- Obtain all relevant consents, permissions and approvals as part of the project development process and ensure project compliance in line with regulatory requirements.
- Identify sources of potential funding; win, manage and report on project funding, in line with contribution targets. Maintain financial oversight of each project, acting as required, for example if the estimated scope and/or costs change and further discussion is required with the client.
- Work with local community stakeholders, consulting as appropriate and ensuring the outcomes of consultation are communicated with them, using a range of channels including social media and face-to-face discussions.
- Liaise closely with all relevant parties on safeguarding and/or enhancing biodiversity, cultural and built heritage.
- Monitor, evaluate and report on projects and funding and support wider reporting, working with other colleagues.
- Tender, commission and manage external consultants ensuring adherence to standard practice
- 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.
- Plan and deliver community engagement events including workshops, consultations and site visits, being mindful of the needs of each audience and adapting the messaging and communication style appropriately.

Experience

- Proven track record of development and implementation of environmental and community enhancement projects.
- Project management and experience of managing consultants effectively and within budget.
- Demonstrable experience of developing & managing successful funding bids.
- Experience of community co-design processes and/or facilitating community engagement and consultation.
- Track record of working in partnership with other organisations or working as part of a team.

CANDIDATE PROFILE



Knowledge & Skills

- Awareness of and passion for green/sustainability agendas and working knowledge of relevant policy/strategic landscape.
- Excellent working knowledge of project funding environment.
- 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; ecological surveys; woodland creation; vacant and derelict land.
- Excellent verbal and written communication skills and an ability to communicate easily with a wide range of audiences, tailoring and modifying as necessary.
- Excellent interpersonal skills, with the ability to build and maintain strong working relationships.
- Knowledge of project management tools such as the RIBA Plan of Work.
- Good planning and organising skills, with the ability to manage different projects simultaneously.
- Able to problem solve as required, ensuring all options are explored and expectations continue to be met wherever possible.
- Proficient in the use of software packages such as Office, GIS.

Qualifications

- A relevant degree or post-graduate qualification (or equivalent experience).
- Evidence of continued professional development.
- Professional membership (or prepared to work towards membership) of an appropriate registered 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.”

Tom Campbell
Chief Executive Officer, 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 Louisa Maddison (Head of Operations) at:

Louisa.Maddison@greenactiontrust.org

To Apply

To apply for this position, please submit a completed version of our [Candidate Application Form](#).

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

recruitment@greenactiontrust.org

Closing Date: 12pm on Tuesday 29 April 2025.

Interviews will be scheduled week commencing 12th May 2025 . Please notify us of any unsuitable dates and we will try to accommodate these.



**Green
Action
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POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org