



Green  
Action  
Trust

# RECRUITMENT PACK

Glasgow Lost Rivers Project Coordinator

£31,659

Full Time (35hrs/week), fixed term to July 2026



# 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.

We are supporting a partnership between Glasgow City Council, East Renfrewshire Council and the Scottish Environment Protection Agency to develop and deliver the Glasgow Lost Rivers project. The project aims to recognise, develop and restore the urban river valleys in the Whitecart catchment on Glasgow's south side. These rivers, mistreated by history and often neglected, have the potential breathe life into communities.

As the Glasgow Lost Rivers Project Coordinator, you will coordinate the project through the conclusion of the concept design stage and prepare for the next phases of design and to delivery, developing and delivering effective engagement and communication and identifying partners and routes to delivery.

You will work collaboratively with our partners and as a part of the part of the Green Action Trust's Water Environment Fund (WEF) programme team, working alongside and sharing experiences with the Project Managers and Development Officers for other live WEF projects and supported by senior staff across Operations, Landscape and Programmes.

### Key Information

#### Job Title

Glasgow Lost Rivers Project Coordinator

#### Salary

£31,659 (ST2 Pt1)

#### Hours

Full time 35 hrs / week

#### Location

Stepps, Glasgow / hybrid

#### Reports to

Head of Programme Management

#### Direct Reports

None

#### Key Relationships

- Senior project partners
- Consultants
- Funding partners
- Community and public stakeholders





# ROLE DESCRIPTION

## Key Responsibilities

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- Maintain and update, with appropriate change control and approval, the project brief
- Prepare and maintain, with the input of the Project Group, the project action and risk registers
- Support Glasgow City Council's project manager for the current design contract in identifying issues arising against brief, scope and programme.
- Work with communities and key stakeholders to build a place-based approach to the Glasgow Lost Rivers concept and build momentum with key stakeholders and communities to co-develop and own this.
- Develop, and maintain relationships with current and potential project partners
- Develop, maintain and oversee the stakeholder engagement strategy, with the appropriate input of the Project Group and Project Board
- Plan and coordinate stakeholder events and workshops with project partners, including a school and community group engagement plan
- Assist Glasgow City Council's comms team in preparing project specific material and information to support and promote the project
- Work as part of the Green Action Trust WEF programme team
- Identify good practice and exemplar projects or work from across the Green Action Trust WEF programme
- Research and identify potential routes to funding and engage potential partners regarding funding opportunities for technical design and delivery
- Prepare, with appropriate support and input from the Project Group and partners, funding applications as may be appropriate
- Provide effective and positive representation for the project and its outcomes to stakeholders and partners
- Monitor and maintain progress against the programme for delivery
- Coordinate and maintain regular meetings of the Project Group and the Project Board
- Work collaboratively with the Project Group to facilitate project delivery
- Provide regular report of progress against objectives and programme to the Project Board
- Support Council officers in preparing reports to Council boards, executive officers or others as appropriate





# CANDIDATE PROFILE

## Knowledge & Skills

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- Working knowledge of relevant policies and strategies including Biodiversity, Just Transition, and the Scottish National Adaptation Plan
- Knowledge of SEPA Water Environment Fund
- Communicating effectively
- Working collaboratively and building effective relationships
- Delivering Results
- Managing supplier performance
- Working within a team
- Project planning, coordination and progress reporting

## Experience

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- Proven track record of development and implementation of environmental and community enhancement projects.
- 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.
- Experience of managing project budgets and programmes and reporting to stakeholders
- Experience of developing funding applications

## Qualifications

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

**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 Jonathan Speed (Head of Programme Management) at:

[Jonathan.Speed@greenactiontrust.org](mailto:Jonathan.Speed@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](mailto:recruitment@greenactiontrust.org)

**Closing Date: 12pm on Tuesday 8<sup>th</sup> July 2025.**

Interviews will take place during week commencing 14<sup>th</sup> July and will be scheduled following the closing date. Please notify us of any unsuitable dates and we will try to accommodate these.





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POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

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