



**Green  
Action  
Trust**



# RECRUITMENT PACK

**Community Engagement Project Assistant**

**Salary: Meets Real Living Wage (AM1 Pt2 /3)**

**Part-Time (21 hours/week)**

**Fixed-Term Contract (18 months)**



# 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 delighted to be recruiting a Community Engagement Project Assistant to support the delivery of the [River Park Programme](#), a key part of the wider Leven Programme, an ambitious environmental regeneration initiative in the Levenmouth area of Fife.

As part of the Leven Project Team, you will play a central role in helping us deliver a programme of community-shaped events and activities. Working closely with colleagues, partners, and local residents, you will support the development, planning, and smooth running of engagement activities that bring the River Park vision to life.

Your work will involve helping to identify event ideas and locations, promoting activities, organising materials and equipment, and supporting set-up and delivery on the day. You will be an important point of coordination, ensuring events are well organised, inclusive, and enjoyable for everyone involved.

This is an excellent opportunity to join a committed and friendly team at an exciting stage in the programme's development. As we grow, you will grow, contributing to meaningful environmental change while building valuable skills and experience in community engagement and project delivery.

### Key Information:

**Job Title**  
Community Engagement Project Assistant

**Salary**  
£24,479 (AM1 Pt2 or 3)

**Hours**  
Part-time (21 hrs/week)

**Location**  
Hybrid (Leven)  
up to 3 days/week in the office

**Reports to**  
Community Engagement Officer

#### Key Relationships

- Project Manager
- External partners
- Local communities and residents
- Other Leven Team members





# ROLE DESCRIPTION

## Key Responsibilities

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- To support the organisation, planning and running of Community Engagement & Empowerment events and activities as part of the wider River Park Programme.
- Organising the set-up of events and ensuring all resources required are available. Helping with logistics such as booking venues, arranging transport, or preparing materials in advance of events.
- Working as part of a team, alongside the other members of our project team, to promote the programme and its events. For example:
  - Assisting with the creation of social media content (posts, stories, short videos) following the brand guidance and required standards.
  - Assisting with administrative tasks, such as updating event schedules, contact lists, and activity trackers.
- Engaging local communities and groups via our events and activities helping to make sure our project reaches as many people as possible.
- Following risk assessments for community events and activities. The post holder will receive guidance on our risk assessment process and is not expected to prepare risk assessments.
- Supporting the River Park programme team with some administrative tasks, such as:
  - Taking notes and producing meeting summaries for key project meetings.
  - Coordinating project resources and materials by sourcing and ordering new materials for events and organising and tracking the use of our existing resources.
  - Gathering feedback from our events participants for future evaluation.
- Please note that some evening and weekend working will be required. This will be arranged in advance.

# CANDIDATE PROFILE

## Experience, Knowledge & Skills

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- Strong local knowledge of the area, with an understanding of local needs.
- Good interpersonal skills. Comfortable communicating respectfully with a wide range of people, including community groups, volunteers, and local organisations. Support is available to help develop more confidence with this .
- Some IT and digital experience (e.g. use of Microsoft apps: Word, Excel, PPT and basic understanding of social media for community engagement.)
- Ability to work efficiently as an individual and as a part of a wider team.
- Dedication to continuous skills development and learning.
- Resourcefulness and initiative at work.
- If you have any of the following it would be an advantage:
  - Interest in developing creative and inclusive ideas for community engagement activities.
  - Experience in event planning and delivering activities for people of different ages and interests.
  - Experience working with communities ( including vulnerable individuals), schools and/or families.

## Qualifications

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- No formal qualifications are required for this post. We are looking for someone who shows passion for local environment, nature, and has enthusiasm to make a positive difference in the Levenmouth area.
- The behaviors we are looking for are:
  - Take Ownership, Focus on community, Work Together, Embrace Technology & Information, Deliver Results



# 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**  
CEO, 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.

At the Green Action Trust, we are committed to building an inclusive workplace where everyone feels valued, respected, and able to contribute to our shared mission.



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*I'm really enjoying my time at Green Action Trust so far and like learning about all the different programmes and projects that we deliver across Scotland. My work with the Trust is interesting and varied, and it's great to be part of such a welcoming team connected by shared values and goals.*

*I also really value working for an organisation that makes a tangible difference to the climate, people and environment.*

**Patrycja, Communications and Engagement Assistant**

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*I'm happy to be delivering projects that have a positive impact on the environment and local communities. Working for the Trust is notably different from my previous role in local government, and I view it as a positive change! Being part of a small organisation allows for quicker decision-making and enables us to accomplish our goals more efficiently. Collaborating with colleagues who share the same objectives and are dedicated to finding solutions makes this a refreshing workplace to be a 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
- Above statutory 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. 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.

To monitor the effectiveness of our policy, all applicants are asked to complete an Equal Opportunities Form by scanning this QR code.



## Further Information

We encourage applicants to get in touch for an informal chat about the role before they apply. To arrange this, please email River Park Programme Manager, **Helen McCafferty**, at: [helen.mccafferty@greenactiontrust.org](mailto:helen.mccafferty@greenactiontrust.org)

## To Apply

Please email a completed [GAT Application Form](#), stating “**River Park Programme – Project Assistant**” as the subject header to:

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

Please put all your personal details, such as name, email address, initials, and address, **ONLY** on the first page of the Application Form. **Don't use any identifiable details** in your further answers to help us remove unconscious bias during the recruitment process.

If you need us to make any adjustments during the interview process to help you perform your best, you can let us know without providing any further explanation. We are looking forward to hearing from you!

**Closing Date: Thursday 8th January 2026 (8pm)**

**Interviews are anticipated to be scheduled for w/c 12th Jan**





**Green  
Action  
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**POSITIVE CHANGE THROUGH  
ENVIRONMENTAL REGENERATION**

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