



Green  
Action  
Trust

# RECRUITMENT PACK

Chartered Landscape Architect

Salary: £32,782 – £39,000 (FTE)

Full-time



# 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 Chartered Landscape Architect to join our small but busy organisation.

Our multi-disciplinary Landscape Team is responsible for the delivery of a broad range of environmental infrastructure projects that aim to create new and improve existing places across Central Scotland with nature and social benefit in mind.

In this role, you will have the opportunity to contribute to each stage of the project cycle and work on initiatives across a range of sectors with a focus on development sites, including green-blue infrastructure, biodiversity enhancement schemes, active travel, and vacant and derelict land (VDL).

Travelling to project sites is an essential component of the role, and some sites can be relatively remote, with challenging ground conditions. Consequently, this position requires a clean driving licence and access to your own vehicle. As an employer, we offer above the statutory mileage rates.

### Key Information

#### Job Title

Landscape Architect

#### Salary

£32,782 – £39,000 pa

#### Hours

Full-time (35 hrs/week)

#### Location

Hybrid

#### Reports to

Head of Landscape

#### Direct Reports

None

#### Key Relationships

- Head of Landscape
- Landscape Architects/Assistants
- Project Managers/Officers
- Foresters
- Clients, partners



# ROLE DESCRIPTION

## Key Responsibilities

- To carry out regular site visits.
- To attend stakeholder engagement and community consultations to ensure collaborative and informed project outcomes.
- To lead and contribute to the design and delivery of high-quality, sustainable environmental regeneration projects that benefit people and nature as directed by the Head of Landscape.
- To manage bigger and smaller landscape projects from concept design to completion, including planning stages, technical drawing production, planting plans, construction-work oversight, and evaluation.
- To ensure projects are delivered on time, within scope and set budget, and to the highest professional standards.
- To develop design reports, visualisations, planting plans, and technical drawings using AutoCAD and Adobe Creative Suite.
- To collaborate with colleagues across the Trust on multi-disciplinary projects, including green-blue infrastructure and biodiversity enhancement schemes.
- To attend relevant project-based meetings with clients and external design teams.
- To provide cover as necessary for other Landscape Team member, in the event of their absence, including contributing to and attending conferences, seminars, and other external meetings.
- To support and mentor junior team members, contributing to a positive and inclusive team culture.
- To participate in any relevant team CPD and general training.
- To maintain high standards of health, safety, and environmental compliance, including CDM requirements. This will include creating risk assessments, focusing on user and maintenance safety in designs, and following relevant laws and company policies.



# CANDIDATE PROFILE

## Required Experience

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- 3–5 years post-chartership experience as a Chartered Member of the Landscape Institute (CMLI).
- Proven track record of managing and delivering landscape design/ green infrastructure projects through all stages from concept to development and execution.
- Experience working within multi-disciplinary teams and with diverse stakeholders.
- Demonstrated ability to produce high-quality technical drawings, reports, and design documentation.
- Experience in construction-stage management and post-completion evaluation.
- Experience in helping compile tender documentation for projects in line with current procurement procedures.

## Knowledge, Characteristics & Skills

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- Good understanding of Scottish and UK policy commitments to climate action, nature recovery, and delivering Net Zero and biodiversity strategies.
- Strong creative and technical design skills with proficiency in AutoCAD and Adobe Creative Suite.
- Ability to communicate design concepts in a clear, visually attractive, and professional way to partners, clients, stakeholders, as well as other team members.
- Excellent project management, organisational, and time management skills.
- Strong understanding of sustainable design principles, biodiversity enhancement, and climate-resilient landscapes.
- Strong interpersonal and stakeholder engagement skills and ability to work collaboratively with people at all levels and different backgrounds.
- Problem-solving mindset with adaptability and resilience in a dynamic, diverse work environment.
- Commitment to continuous learning, professional development, and mentoring others.

## Qualifications

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- Degree in Landscape Architecture (or equivalent).
- Chartered Member of the Landscape Institute (CMLI).
- Valid UK driving licence.

# 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**  
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.

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 common goal.*

*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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*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 who 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 days of 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
- 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 discussion about the role. To arrange this, please email Joanne Glennie (Head of Landscape) at: [joanne.glennie@greenactiontrust.org](mailto:joanne.glennie@greenactiontrust.org)

## To Apply

Please provide an up-to-date CV and covering letter (max 1.5 pages) explaining your motivations, suitability for this position and why you would like to work for Green Action Trust.

Green Action Trust is committed to removing unconscious bias from our recruitment process.

**Please send both your CV and cover letter in a PDF format, with only your initials and telephone number** as the document name to ensure anonymity. Email both documents with the job role as the subject header to: [recruitment@greenactiontrust.org](mailto:recruitment@greenactiontrust.org)

Do not include any personal, identifiable details such as name, age, picture, or address in either of the documents. Instead, please provide your personal details using this [Supplementary Information Form](#). Ensure that your initials and phone number match the CV and cover letter document names.

**Closing Date: Tuesday 24th November 2025 (11:59 pm UK time)**

Interviews will be scheduled for w/c 24th November. Please notify us of any unsuitable dates, and we will try our best to accommodate them.





POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

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