



Green  
Action  
Trust

# RECRUITMENT PACK

Senior Project Manager

Starting salary: £42,578

Full Time (35hrs/week)



# THE OPPORTUNITY

## Overview

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 provide end-to-end project solutions across a number of environmental areas and are responsible for driving the delivery of the Central Scotland Green Network (CSGN), a national development and one of the most ambitious green infrastructure programmes in Europe.

To further our work turning policy into action on climate change, biodiversity and environmental inequality, we are pleased to be recruiting for an experienced Senior Project Manager.

Working within a multi-disciplinary team, you will manage projects from inception to completion, ensuring delivery safely, on time, on budget and to the highest quality standards.

The Senior Project Manager will specifically lead on the operational delivery of complex environmental water improvement projects, with a focus on the Water Environment Fund (WEF) portfolio, which regenerates and creates sustainable places to deliver environmental and social benefits.

As an organised, pragmatic project manager who thrives on project delivery, you will have a solid grasp of environmental or civil engineering project delivery and be confident managing public sector contracts and procurement processes. In return, you will join a supportive and passionate team working at the forefront of sustainable placemaking.

### Key Information

#### Job Title

Senior Project Manager

#### Salary

£42,578 (ST4PT1)

#### Hours

Full time 35 hrs / week

#### Location

Hybrid

#### Reports to

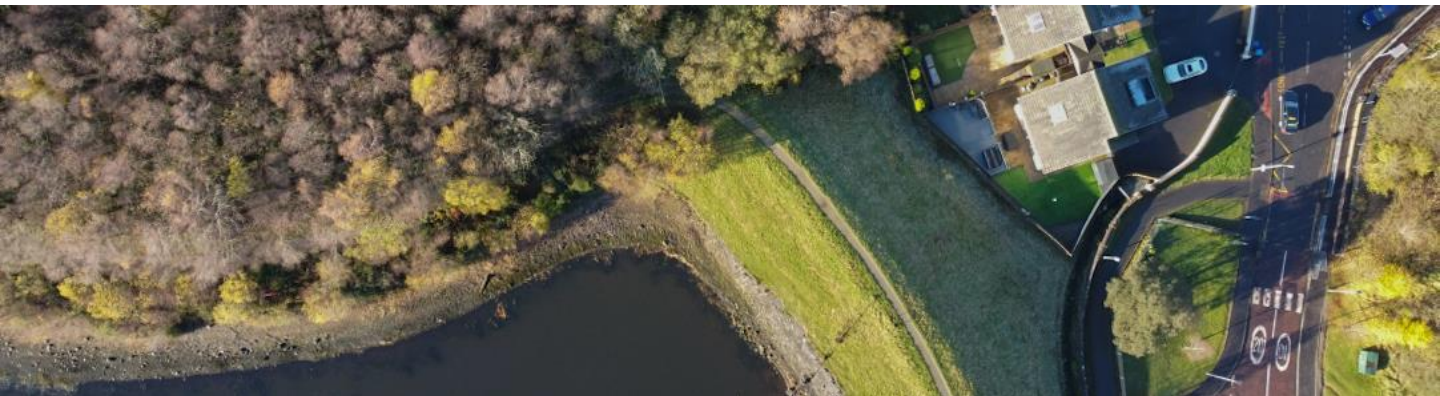
Director of Operations

#### Direct Reports

None – supporting Project Officers and Development Officers as required.

#### Key Relationships

- Senior project partners
- Consultants
- Funding partners





# ROLE DESCRIPTION

## Key Responsibilities

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- Lead the client-side management of WEF and other environmental improvement projects, from feasibility to delivery.
- Oversee procurement and contract management processes, ensuring compliance with NEC4 and Public Contracts Scotland procedures.
- Manage risk, quality, budget, and schedule throughout project lifecycles.
- Coordinate design and technical inputs from consultants, contractors, and stakeholders.
- Ensure procurement and tendering follow Green Action Trust's policies and statutory requirements.
- Provide accurate progress, financial and risk reporting to the Director of Operations.
- Build and maintain productive relationships with delivery partners, including SEPA, local authorities, funders, and communities.
- Supervise and support Project and Development Officers involved in project delivery.
- Champion good project management practice and continuous improvement within the team.
- Assess risks to the organisation's vision and operations and ensure compliance with relevant laws, regulations, and ethical standards.
- Stay abreast of relevant policies, regulations, and trends in the environmental sector and the specific aspects of the directorate.
- Communicate programme and project objectives, activities, and results to internal teams and external stakeholders through regular reports, presentations, and other communication channels. Share success stories, lessons learned, and challenges encountered to promote transparency and learning.
- All employees are responsible for maintaining a safe and healthy working environment according to the charity's policies and relevant legislation. The postholder must lead in health and safety, ensuring that team members understand and comply with requirements. They should identify and manage risks, promoting a positive safety and well-being culture. Additionally, they must ensure that proper risk assessments and control measures are in place for any fieldwork or site-based activities involving staff or volunteers.

# CANDIDATE PROFILE



## Experience

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- Proven track record in delivering capital or environmental projects
- Technical experience of project delivery – particularly Client Agreements & contracts
- Experience of developing funding bids, grant claims and subsequent reporting.
- Experience using Public Contracts Scotland (PCS) tendering processes
- Experience in supporting and supervising team members with the ability to work collaboratively with people at all levels and backgrounds.

## Knowledge & Skills

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- Knowledgeable of environmental issues, conservation principles and sustainability practices
- Strong understanding of NEC4 contracts and public sector procurement.
- Stakeholder management, budget control and project reporting
- Proficient in budget management, financial analysis, funding and resource allocation.
- Adaptable and resilient in a dynamic work environment.
- Sound judgement, with the ability to take appropriate, calculated risks.
- Excellent communication and negotiation skills
- As travelling to project sites is an essential component of the role, and some sites can be relatively remote, with challenging ground conditions, this position requires a clean driving licence and access to your own vehicle.

## Qualifications

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- Bachelor's degree or higher in a relevant field (e.g. environmental science, conservation, nonprofit financial management, organisational development).
- A project/programme management qualification such as APM, Prince 2 (or experience of working at a similar level, in a similar field) would be advantageous.
- Membership of a relevant body such as APM, Chartered Institute, etc, would be advantageous.



# 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 atWork

- 35-hour workweek
- 25-30 days annual leave
- 9 bank holidays
- Family-friendly policies
- Long service awards
- Professional membership subscription
- Above statutory mileage rates
- Skills development

## Benefits forHealth

- 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 discussion about the role. To arrange this, please email: [Rebecca.Robertson@greenactiontrust.org](mailto:Rebecca.Robertson@greenactiontrust.org)

## To Apply

Please email a completed [GAT Application Form](#), together with a concise cover letter, stating “**Senior Project Manager Application**” 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. Please do not use any identifiable details in your further answers. This will help us remove unconscious bias during the recruitment process.

We are looking forward to hearing from you!

**Closing Date: Friday, 16th January 2026, 12:00 pm**

Interviews are anticipated to be scheduled for the following week.





Green  
Action  
Trust

POSITIVE CHANGE THROUGH  
ENVIRONMENTAL REGENERATION

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