



**Green
Action
Trust**

RECRUITMENT PACK

Development Officer

Salary: £31,659

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 Development Officer (DO) within the Operational Delivery Team.

Development Officers work closely with colleagues in Landscape and Forestry teams to develop and deliver projects for clients that meet the objectives of the Central Scotland Green Network (CSGN). This is a varied job, where you will work across a range of portfolios to improve greenspaces for the benefit of people and nature with a focus on assigned Local Authority areas.

Development Officers are directly responsible for project development – turning ideas into tangible deliverables. This includes community and stakeholder engagement, research, concept plans, site surveys, and funding applications. You will work with colleagues to ensure delivery progresses, while ensuring best value and practice for all involved. You will also directly deliver and contract services to enable project delivery, either in-house or with consultants and contractors.

As DO you will have responsibility for ensuring projects are kept within budget and delivered on time whilst ensuring multiple benefits to nature, people and place.

Across GAT, DOs assist with monitoring and reporting against CSGN and local objectives. They get involved with company-wide programmes and bring expertise and guidance to colleagues and service delivery.

Key Information

Job Title

Development Officer

Salary

£31,659

Hours

Full-time (35 hrs/week)

Location

Hybrid

Reports to

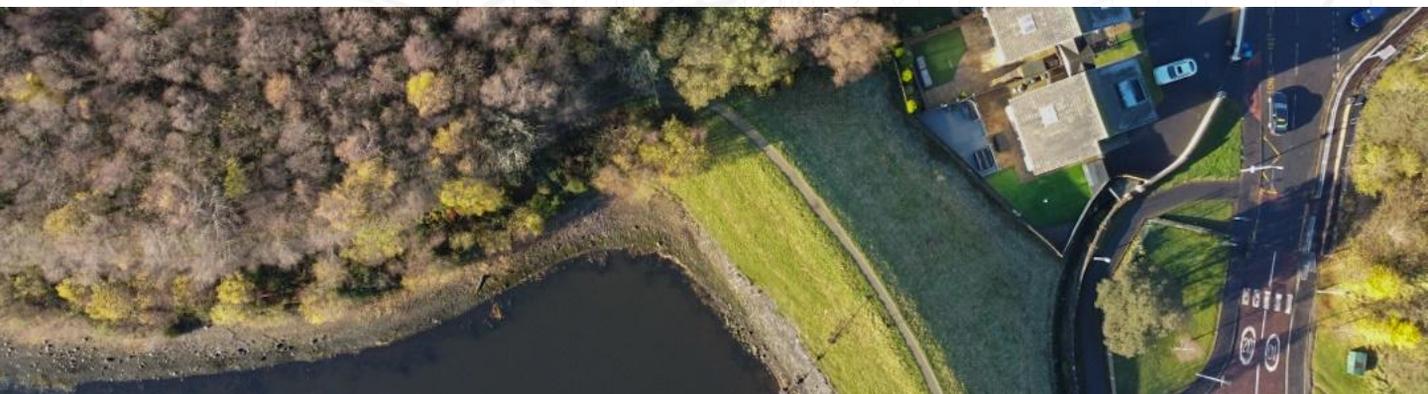
Head of Operations

Direct Reports

None

Key Relationships

- Local authorities
- Funders
- Landowners
- Communities
- Other eNGOS



ROLE DESCRIPTION

Key Responsibilities

- Be part of a team. Work with colleagues across the organisation and with external consultants, partners, and stakeholders as required. Maintain oversight of project development to meet agreed project milestones.
- Be responsible for key workstreams, engaging and embedding with stakeholders across a geographic area to promote and deliver the work of the Trust. Foster effective working relationships with colleagues and external organisations and partners to improve business performance.
- Work with stakeholders and in-house colleagues to manage the relevant phases of project development from early scoping to final design and beyond. Ensure clients' expectations can be met, within available resources. Problem solve to resolve issues and deliver best practice.
- Work with local community stakeholders, consulting and communicating as appropriate. Liaise closely with all relevant parties on safeguarding and enhancing natural, cultural and built heritage throughout a project lifespan.
- Win, manage and report on project funding to develop and deliver projects. Maintain financial oversight of each project, acting as required to communicate change and find solutions for obstacles.
- Obtain all relevant consents, permissions and approvals as part of project development and ensure compliance with regulatory requirements.
- Tender, commission and manage external consultants, ensuring adherence to standard practice. Monitor, evaluate and report on projects, and support wider reporting, working with other colleagues.
- 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, with colleagues across Green Action Trust.

CANDIDATE PROFILE



Knowledge, Characteristics & Skills

- Excellent planning and organising skills, with the ability to manage different projects simultaneously and problem solve as required.
- Awareness of and passion for green agendas and working knowledge of relevant policy, strategy, and funding landscape within the Central Scotland Green Network (CSGN) and Scotland.
- Detailed knowledge in one or more of the following areas: green infrastructure; active travel; environmental/urban regeneration; climate adaptation; greenspace management; the planning system; habitat creation & management; ecological surveys; vacant and derelict land.
- Excellent interpersonal skills, with the ability to build and maintain strong working relationships with colleagues and external partners.
- Planning and delivery of community and client engagement including meetings, workshops, consultations, and site visits, being mindful of the needs of each audience and adapting the messaging and communication style appropriately.
- Provide written content for internal and external reporting, helping the Trust to evidence, publicise and promote projects and workstreams.
- Working knowledge of project management tools such as the RIBA Plan of Work. Experienced in the use of software packages such as Office and GIS.

Required Qualifications

- A degree (or relevant work experience) appropriate to the project role and working in the natural environment.
- Accreditation, or working towards accreditation with an environmental body.
- Experience of working in a suitable sector related to the role.

Required Experience

- Track record of development and implementation of environmental and community enhancement projects.
- Project management and experience of managing consultants or other external contractors 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 and working as part of a team.

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 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 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 Louisa Maddison (Head of Operations) at: louisa.maddison@greenactiontrust.org

To Apply

Please email a completed [GAT Application Form](#), together with a concise cover letter (up to one page A4), stating "Development Officer" as the subject header to: recruitment@greenactiontrust.org

Additionally, please complete our [Criminal Convictions Form](#).

We are looking forward to hearing from you!

Closing Date: Monday 6th April 2026 (end of day)

Interviews will be scheduled for w/c 20th April.

Please notify us of any unsuitable dates and we will try our best to accommodate them.



POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org

