



**Green
Action
Trust**

RECRUITMENT PACK

Head of Programme Management

Starting salary: £49,386

Full Time (35hrs/week)

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 provide end-to-end project solutions across multiple 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 a Head of Programme Management. As part of a multi-disciplinary team, this is a critical role in driving the implementation and impact of ambitious nature regeneration programmes and pilots (e.g. The Leven Programme and Nature Networks), that regenerate and create sustainable places to deliver social and economic benefits.

Representing Green Action Trust at a senior level, this role will provide strategic guidance, accountability, transparency, and stakeholder engagement, whilst ensuring that programmes are delivered on time and within the budget, and in alignment with the CSGN and GAT's purpose.

The Head of Programme Management will collaborate closely with the Senior Management and Leadership Team to ensure that work is delivered, monitored effectively, and impact is being reported. They will also actively pursue opportunities to grow the organisation, collaborating with the Operations and Strategy Directorate to scale programs of work.

Key information

Job Title:

Head of Programme Management

Salary : £49,386 (ST5PT1)

Hours : Full-time 35 hrs/week

Location Hybrid

Reports to:

Director of Operations

Direct Reports:

- Programme & Project Managers
- Development Officers

Key Relationships:

- Senior management and leadership team
- Senior project partners
- Consultants
- Funding partners

ROLE DESCRIPTION

Key Responsibilities

- Working with the Director of Operations, lead and direct the Programme Management unit, ensuring alignment with the overall strategic direction of the organisation.
- Oversee the day-to-day operations of the team, ensuring efficient and effective delivery of programmes, projects, and services. Support Programme and Project Managers on the technical delivery of project development, delivery and implementation.
- Provide guidance, coaching, and professional development opportunities to enhance staff skills and capabilities, fostering a collaborative and supportive work environment and creating high-performing, motivated teams.
- Seek out and develop collaborations and innovative partnerships to grow and maintain the Programme Management portfolio.
- Working with the Leadership team, identify suitable funding sources, lead on funding applications and ensure programmes and projects are developed based on full cost recovery (unless specifically identified as otherwise).
- Build and maintain productive working relationships at a senior level with colleagues, funding partners, external stakeholders, clients, landowners, contractors and other organisations and individuals during the development and implementation of projects, ensuring information flows effectively and timeously to all relevant parties.
- Lead major projects, including WEF and the River Park Programme project team in the delivery of the Leven projects. Act as a member of the Leven Programme Board.
- Act as technical lead for the Green Action Trust in tendering and procurement.
- Assess risks to the organisation's vision and operations, including legal, financial, and reputational risks. Develop strategies to mitigate risks 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. Ensure advocacy for policies and initiatives that support the organisation's mission, values and objectives, both internally and externally.
- 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.

CANDIDATE PROFILE



Experience

- Demonstrable experience of successfully developing and implementing strategic plans and managing complex projects and programmes.
- Technical experience of project delivery – particularly Client Agreements & contracts, including proven track record of managing NEC 4 contracts.
- Experienced in contract procurement, frameworks and PCS.
- Experience in developing funding bids, grant claims and subsequent reporting.
- Previous experience of making a lasting and positive contribution within a senior team, as well as being a positive and inspiring leader and manager to others, ideally gained within the environmental sector or a related field.
- Significant experience in working collaboratively and fostering and promoting team/partnership working.

Knowledge & Skills

- Highly knowledgeable of environmental issues, conservation principles and sustainability practices.
- Highly skilled Programme Manager with extensive contract expertise of large-scale, complex environmental projects.
- A strategic thinker with the necessary vision to drive the Trust forward.
- Excellent leadership, communication, organisation, interpersonal and relationship skills.
- Highly skilled in managing budgets, financial risk, funding bids and resource allocation.
- Adaptable and resilient in a dynamic work environment.
- Sound judgement, with the ability to take appropriate, calculated risks.

Qualifications

- Bachelor's degree or higher in a relevant field (e.g. environmental science, conservation, nonprofit financial management, organisational development).
- A project/programme management qualification (or experience of working at a similar level, in a similar field 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 & Engagement Officer

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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 discussion about the role. To arrange this, please email our Director of Operations Karen.Sutherland@greenactiontrust.org

To Apply

Please provide a copy of your CV together with a covering letter (max 2 pages) explaining your motivation and suitability for the role. In your email, please state “**Head of Programme Management Application**” as the subject header and send it to: recruitment@greenactiontrust.org

Please mark your CV's and other documentation only with your INITIALS and TELEPHONE NUMBER.

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

We are looking forward to hearing from you!

Closing Date: Wednesday, 18th March 2026, 12:00 pm

Interviews are anticipated to be scheduled for w/c 23rd March 2026.
Please let us know about any dates that are unsuitable for you.



POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org

