



**Green
Action
Trust**



RECRUITMENT PACK

Communications Officer (River Park Programme)

Salary: £27,846 (ST1 Pt1)

Full-time (35 hrs/week) but open to flexible hrs or PT

Fixed term contract until May 2029

THE OPPORTUNITY

Overview

The Green Action Trust is a 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 support our work in turning policy into action on climate change, biodiversity and environmental inequality, we are recruiting a Communications Officer to join our Leven-based team. This role will be central to the successful delivery of [the River Park Programme](#), an ambitious environmental regeneration initiative in Levenmouth, Fife. The River Park Programme is part of the [Leven Programme](#). You will work closely with funders, local communities, stakeholders, and partners across the project partnership.

The Communications Officer will be responsible for leading internal and external communications for the Programme, working with the project team to support project delivery on the ground. We are looking for an innovative and collaborative professional to join our dedicated team at an exciting stage of our growth.

Key Information:

Job Title:

Communications Officer (River Park Programme)

Salary:

£27,846 (ST1 Pt1)

Hours:

Full-time (35 hrs/week, but open to flexible hrs or PT)

Location:

Leven/hybrid

Reports to:

River Park Programme Manager

Key Relationships:

- Leven Team
- Community groups and members
- Partners and stakeholders
- External suppliers and contractors



ROLE DESCRIPTION

Key Responsibilities

- Lead and deliver the communications strategy for the River Park Programme, ensuring clear, consistent and engaging communication across all activities to increase awareness of the Programme's positive impact.
- Ensure all project funders and delivery partners are acknowledged. Work with their communications teams to coordinate this effort.
- Plan and produce external communications content across a range of channels, including Leven Programme's social media, newsletter, case studies, promotional materials, community engagement materials and short videos.
- Coordinate communications for projects and events, working with project leads to promote community events and activities, engaging with diverse audiences and supporting booking and participation.
- Manage digital communications - including regularly updating website content and tailoring messaging to effectively reach the right audiences - with support from the project team and partners. This will include developing and managing relationships with external agencies such as designers and web developers.
- Build and maintain strong working relationships with community groups, programme partners, stakeholders and internal teams to support collaboration and effective programme delivery. This involves collaboration with two other GAT Communications Officers.
- Support programme impact reporting and funder requirements, including communications input for reports, grant claims and partner acknowledgements.
- Adhere to all the Trust's internal policies and procedures.

CANDIDATE PROFILE



Required Experience

- Experience in managing social media accounts and websites (Facebook, LinkedIn, Instagram, WordPress).
- Experience creating varied content for digital platforms.
- Experience in managing partnership working and stakeholder engagement.
- Experience working with communities and community groups.
- Experience with project based communications. (desirable).

Knowledge & Skills

- Proven skills in digital and traditional communication tools and methods. Including experience in communicating with a diverse range of people. Good awareness of inclusive and accessible communications is essential.
- Excellent copywriting and communication skills in all forms, with the ability to tailor messages to relevant audiences and stakeholders.
- Digital skill and knowledge of Microsoft programs (Teams/SharePoint/MS Word, PPT, Excel) and other communication tools (e.g. Canva, Mailchimp).
- Strong interpersonal skills, well-organised, and able to take the initiative and work well individually and as part of the bigger team.
- Familiarity with the Levenmouth area and a passion to make a difference for local people and nature.
- An interest in conservation and/or sustainable development.

Qualifications

- Relevant degree or qualification, or relevant work experience.

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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The River Park Programme has entered an exciting phase. We have been working in the local area for several years and have recently completed the physical work in the River Park and will be hosting a grand opening soon. We are thrilled to offer a variety of green skills, training, and engagement activities in the coming years. Over time, interest and support from the local community have increased, and you can already see the positive impact the programme is having on individuals and the surrounding area.

Helen, River Park Programme Manager

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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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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. Applications are welcomed regardless of age, disability, gender identity, sexual orientation, race, ethnicity, religion or belief. We are committed to reducing barriers within our recruitment process.

Please complete our confidential Equal Opportunities Monitoring Form by scanning this QR code. This information is separated from applications and used for monitoring purposes only.

EQUAL OPPORTUNITIES
QUESTIONNAIRE



To apply

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

To Apply

Please email a completed GAT [application form](#) together with a one-page cover letter stating “River Park Programme – Communications Officer” as the subject header to: 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: 26th June 2026 (12 noon)

Interviews are anticipated to be scheduled for w/c 6th July and will be carried out in person in Leven.



**Green
Action
Trust**

**POSITIVE CHANGE THROUGH
ENVIRONMENTAL REGENERATION**

greenactiontrust.org