



Green
Action
Trust

RECRUITMENT PACK

Research Assistant (Intern)

Salary: Real Living Wage

Full-time (35hrs/week) or Part-time (21/week)

Closing date: 16/11/2026

THE OPPORTUNITY

Overview

Green Action Trust (GAT) is Scotland's leading environmental regeneration charity and a trusted delivery partner for the Scottish Government as well as a wide range of public, private and non-profit stakeholders. We provide bespoke end-to-end project solutions to address climate change, biodiversity loss and environmental inequality.

The Trust is also responsible for driving forward the delivery of the [Central Scotland Green Network \(CSGN\)](#), a national development and one of the most ambitious blue-green infrastructure programmes in Europe.

To further our work on turning policy into tangible action and ensuring that everyone in Scotland has access to quality greenspaces and a healthier, more sustainable future, we are looking for a motivated, hands-on Research Assistant Intern to join our team.

The postholder will support GAT's portfolio of work by undertaking research, analysis and evidence gathering to inform organisational strategy, project and partnership development, funding, as well as impact and evaluation reporting.

This is an excellent opportunity for a student or recent graduate interested in environmental policy, urban greenspace programmes, climate adaptation and community engagement.

You will gain practical experience in applied research, strengthen your skills in report writing, develop knowledge of project management practices and stakeholder engagement, while working in a mission-driven third-sector organisation.

Role summary

Job Title:
Research Assistant
(Intern)

Salary
Real Living Wage

Hours:
FT or PT (21-35/week)

Location:
Stepps office (Hybrid)

Reports to:
Director of
Development &
Partnerships

Direct Reports:
None

Key Relationships:

- Project partners
- Funders
- Strategy Team
- Senior Leadership



ROLE DESCRIPTION

Key Responsibilities

Research and Evidence Gathering

- Undertake desk-based research on environmental, social & economic issues relevant to Trust's work.
- Review relevant policy developments at local, national and international levels.
- Identify and summarise emerging trends in climate adaptation and mitigation, biodiversity restoration, nature-based solutions, health & community wellbeing, environmental justice, sustainable placemaking
- Conduct literature reviews and prepare concise briefing papers for the wider team.

Data Collection and Analysis

- Support the collection and analysis of project and organisational data.
- Assist in the creation of evaluation reports for programmes and projects.
- Analyse qualitative and quantitative information from surveys, interviews and stakeholder consultations.
- Produce charts, summaries and reports to support decision-making.

Funding and Project Development

- Research funding opportunities and grant programmes.
- Assist with the preparation of funding applications and supporting evidence.
- Compile background information for new project proposals.
- Monitor relevant policy and funding announcements.

Strategy and Impact

- Contribute to organisational strategy reviews and business planning exercises.
- Assist with the preparation of reports for Trustees and the GAT's partners and funders.
- Help maintain a repository of research findings and organisational intelligence.
- Provide support to the Director of Development & Partnerships and other Strategy Team members when required.

CSGN Programme and Stakeholder Engagement

- Support the development, planning and delivery of the CSGN Programme and its management arrangements.
- Attend meetings, workshops and events where appropriate and assist with planning and delivery of these events.
- Prepare meeting notes/minutes, PPT presentations and summary reports ahead of meetings.
- Support engagement with CSGN partners, communities and other external stakeholders.

CANDIDATE PROFILE

Knowledge, Qualifications & Experience

Essential:

- Undergraduate or postgraduate Degree in a relevant discipline such as Environmental Science, Geography, Ecology, Public Policy, Social Research, Economics, Sustainable Urban Planning, Sustainable Development.
- Strong research and analytical skills.
- Ability to gather, interpret and accurately summarise information from multiple sources.
- Excellent written communication skills.
- Good time-management skills and attention to detail.
- Ability to manage competing priorities and meet deadlines.
- Competent in Microsoft Office applications, particularly Word, Excel and PowerPoint.
- An interest in environmental sustainability and Green Action Trust's mission.

Desirable :

- Experience of research projects through study, volunteering or previous employment.
- Knowledge of Scottish environmental policy, national strategies and legislation.
- Experience of data analysis and visualisation.
- Familiarity with impact measurement or funded programme evaluation.
- Experience using GIS or mapping tools.
- Understanding of the charity or public sector environment.
- Familiarity with collaborative work software (SharePoint/Google Workspace).

Skills & Personal Qualities

The successful candidate will demonstrate:

- Commitment to Green Action Trust's vision and mission.
- Curiosity and a willingness to learn new skills and software.
- Self-Initiative and creativity in problem-solving.
- Respect for colleagues, partners and communities we work with.
- A collaborative and inclusive approach to work.
- Commitment to equality, diversity and environmental responsibility.
- Ability to work independently with support and supervision from a more senior colleague.

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.”

Mark Smillie,

Deputy CEO and Director of Finance



WORKING FOR US

Our Culture

Green Action Trust is a friendly, mission-driven and collaborative place to work. People are at the heart of what we do.

You will join a small but dedicated team of specialists, passionate about making a real difference to climate change, Scotland's future and its communities.

We are committed to building an inclusive, flexible workplace where everyone feels valued, respected, and supported to contribute to our shared vision.



My work with the Trust is interesting and varied, and everyone is always happy to help when you're stuck. It's great to be able to see the tangible difference we make to people's lives through our regeneration projects and long-term programmes. I also really value working for an employer who allows flexible working arrangements, as they help me better manage my health and work-life balance.

Patrycja, Communications Officer

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



EMPLOYEE BENEFITS



At Green Action Trust, we believe our employees should be well rewarded for their hard work. We offer a variety of benefits and rewards to support this, 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
- Opportunity to join the office Greening Group and EDI Group

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

We believe that diverse teams are stronger as they approach challenges from multiple viewpoints, and that's why we strive to create an inclusive place where we all feel that we can all be ourselves while developing professionally and personally.

We encourage all individuals to apply regardless of their age, disability, gender, sexual orientation, race or ethnicity, religion or belief. To ensure we monitor the effectiveness of our EDI policy, we ask all applicants to complete an Equal Opportunities Form by scanning this QR code.

EQUAL OPPORTUNITIES QUESTIONNAIRE



Further Information

We encourage applicants to get in touch for an informal discussion about the role. To arrange this, please email Ian, our Director of Development and Partnership at: Ian.Buchanan@greenactiontrust.org

Application process

Please email your **anonymised CV** with a concise cover letter (1.5 pages max), stating "Research Assistant Application" as the subject line, to recruitment@greenactiontrust.org

Include all identifiable personal details, such as your full name, preferred pronouns, contact info and address, **only in the email body**. This will help us remove unconscious bias during the recruitment process.

We are looking forward to hearing from you!

Closing Date: Monday 16th November 2026, 12:00 pm

Interviews are anticipated to be scheduled for the following week.



POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org

