



Green
Action
Trust

RECRUITMENT PACK

Project Manager (Nature Networks)

Salary: £37,448

Full Time (35hrs/week)

Fixed Term: 12 months (possibility of extension)

Closing date: 30th October 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 managing and 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 of turning policy into action, we are recruiting an experienced Project Manager to manage a project working with local authorities to accelerate the implementation of Nature Networks across Scotland. The project will also work with stakeholders to produce habitat improvement development briefs for a number of sites within Nature Network corridors.

Between 2025-2026, GAT delivered the [Nature Network](#) Pilot on behalf of the Scottish Government and NatureScot. It identified barriers to implementation, advanced local progress across selected local authorities and captured learning that could be applied more widely. The primary focus of the role will be the Project Management of Nature Networks (NN) Phase II.

The ideal candidate will have strong project management, stakeholder engagement and problem-solving skills, as well as a commitment to achieving positive outcomes for nature and local communities. A solid understanding of relevant policy and national strategy frameworks is also crucial.

Role summary

Job Title:
Project Manager

Salary
£37,448

Hours:
FT (35 hrs/week)

Location:
Steps (Hybrid)

Reports to:
Director of
Development &
Partnerships

Direct Reports:
None

Key Relationships:

- Project partners
- Funders
- NN Development Officer
- Contractors





ROLE DESCRIPTION

Key Responsibilities

Project Development and Delivery

- Ensure Nature Networks Phase II project is delivered on time, within budget and in accordance with agreed funding requirements and objectives.
- Manage project governance, reporting and quality assurance requirements.
- Oversee procurement processes and manage consultants, contractors and suppliers.
- Ensure compliance with relevant legislation, health and safety requirements and organisational policies.
- Coordinate multidisciplinary project teams and facilitate effective project communication.

Stakeholder and Partnership Management

- Build and maintain strong working relationships with local authorities, government agencies, community organisations, local businesses, landowners and other stakeholders.
- Act as the primary point of contact for project partners and funders.
- Facilitate meetings, workshops and consultation activities.
- Develop collaborative approaches to project delivery and problem-solving.
- Represent Green Action Trust at external meetings, events and conferences.

Funding and Business Development

- Identify opportunities for new projects and funding.
- Support the preparation of funding applications, business cases and project proposals.
- Develop project briefs and feasibility studies.
- Contribute to the growth of Green Action Trust's project portfolio.
- Maintain strong relationships with funding partners and strategic stakeholders.

Monitoring, Evaluation and Reporting

- Monitor project performance against agreed objectives and milestones.
- Prepare project reports for funders, partners, GAT's senior management team and trustees.
- Collect and analyse project performance and impact data.
- Ensure lessons learned and best practice are captured and shared.
- Support organisational impact measurement and reporting activities.

Community Engagement

- Support meaningful engagement with local communities and project beneficiaries.
- Ensure community perspectives are reflected in project planning and delivery.
- Promote inclusive participation and equitable access to project benefits.
- Assist in the development of communications materials and project case studies.

Organisational Contribution

- Contribute to Green Action Trust's mission, strategic objectives and annual Business Plan.
- Support knowledge sharing and skills development across the GAT team.
- Promote the organisation's values, vision and mission.

CANDIDATE PROFILE

Knowledge, Qualifications & Experience

Essential:

- Degree or equivalent qualification in environmental management, geography, planning, landscape management, sustainability, engineering, project management or a related field.
- Proven experience of successfully managing projects from inception to completion.
- Experience of budget management and financial monitoring.
- Experience of successfully working with a wide range of stakeholders and partnership organisations.
- Experience of managing contracts, consultants and contractors.
- Strong report writing and presentation skills.
- Ability to manage competing priorities and deadlines.
- Competent in Microsoft Office applications, particularly Word, Excel and PowerPoint and collaborative software (SharePoint).
- Full UK driving licence. You will be required to travel across Scotland to ensure successful project delivery and maintain strong, positive relationships with project partners.

Desirable :

- Professional project management qualification (PRINCE2, APM, MSP or equivalent).
- Experience working within the charity, environmental, local government or consultancy sectors.
- Knowledge of biodiversity, climate adaptation or greenspace-related programmes.
- Familiarity with GIS mapping and spatial planning tools.
- Knowledge of procurement procedures and contract management.

Skills & Competencies

Project Management & Leadership

- Ability to drive projects forward and achieve results.
- Understanding of grant-funded project delivery and reporting obligations.
- Strong organisation, time-management and decision-making skills.
- Ability to manage risks and resolve issues effectively and professionally.

Partnership Working & Communication

- Strong interpersonal, negotiation and relationship-building skills.
- Collaborative and solutions-focused approach.
- Excellent written and verbal communication skills.
- Ability to present complex information clearly to technical and non-technical audiences.
- Strong workshop facilitation and stakeholder engagement skills.

Personal Qualities

- Initiative and ability to work independently.
- Commitment to continuous improvement and accountability.
- Flexibility and willingness to learn new skills.

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.



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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 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 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

Green Action Trust strives to be a diverse and inclusive place where we can all be ourselves. We are committed to making our workplace a safe, flexible space where all of our employees can develop professionally and personally. All individuals are encouraged to apply regardless of age, disability, gender, sexual orientation, race or ethnicity, religion or belief.

To ensure we monitor the effectiveness of our EDI 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 the Director of Development and Partnerships: Ian.Buchanan@greenactiontrust.org

To Apply

Please email your up-to-date, anonymised CV with a concise cover letter (1.5 pages max), stating “**NN Project Manager Application**” as the subject header to: recruitment@greenactiontrust.org

Please **include all personal details, such as your full name, preferred pronouns, contact details, and address, only in the email body.**

Please **do not use any identifiable details on your CV.** This will help us remove unconscious bias during the recruitment process.

We are looking forward to hearing from you!

Closing Date: Friday, 30th October 2026, 12:00 pm

Interviews are anticipated to be scheduled for the following week.



POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org

