**Isaro Social Integration Network**

**Promoting an Empowered, Safe and Integrated Community**

**Job Description**

**Post:** Project Officer

**Employer:** Isaro Social Integration Network

**Report to:** Project Coordinator

**Salary:** 16 hours per week at £10 per hour

**Location:** Centre 81, 2/16 Braes Avenue, Clydebank, G81 1DP

**Type of contract:** Fix term from 1st May 2019 to 31st March 2020

**Organisation Profile**

Isaro Social Integration Network is a community led organisation based in Clydebank. We run a wide range of activities/projects with the remit of promoting social and economic integration of our service users. This year we are running various projects including the “Climate Challenge Initiative “. The aim of the project is to engage communities in reducing their carbon footprint. We do so by raising awareness on how households contribute to climate change and encourage them to take action and reduce their carbon emissions through energy efficiency, adopting low carbon travel options and waste reduction.

We are looking for a project officer to join our team. This position is funded through the Scottish Government’s Climate Challenge Fund.

**Roles Responsibilities**

Assisting the Project Coordinator in the planning, delivery and monitoring of activities outlined under the Climate Challenge Initiative Project including:

1. Energy efficiency awareness
2. Waste reduction awareness
3. Low carbon travel options awareness
4. Carbon emissions and Climate Change awareness

* Assist the Project Coordinator in planning Climate Challenge Initiative events, training, workshops and meetings.
* Assist the Project Coordinator in organizing home energy advice visits, food and textile waste reduction activities as well as activities to encourage low carbon options.
* Attending meetings and conferences/seminars relevant to the project throughout its duration.
* Promote project activities.
* Compile project monitoring data.
* Undergoing training as required.
* Drafting reports and publicity materials for the project.
* Undertaking any other relevant tasks and duties as directed by the organisation management team.

**Experience Requirements**

**Essential**

* Experience of community development with BME organizations.
* Experience of working on environmental project.
* Ability to work with people from a wide range of backgrounds.
* Excellent communication skills and ability to communicate with a broad range of
* people.
* Ability to establish effective working relationships, based on mutual respect and clear communication.
* Ability to work independently and as part of a team.
* Flexibility and the ability to adapt according to the needs of the project.
* Ability to motivate and encourage others.
* A positive, supportive and caring attitude.
* Experience of working with people from a wide range of backgrounds
* Proficiency in Microsoft Office.
* Good literacy, numeracy and IT skills.
* Committed to climate friendly living or learning more about it.

**Desirable**

* Proven experience in developing and delivering Climate Change related activities, with particular emphasis on Energy efficiency awareness, reduction of waste and low carbon travel options.
* In-depth knowledge of Climate Change issues and community-based initiatives to change behaviour.
* Knowledge of community consultation methodologies, data analysis, and reporting.
* Commitment to the values of Isaro Social Integration Network.

**Other requirements**

* The successful candidate will be subject to PVG/Disclosure Scotland Check
* May have to work unsociable hours occasionally.

**To apply**

Please email a copy of your CV to [admin@isaronetwork.org.uk](mailto:admin@isaronetwork.org.uk)

**Closing date: Close of business Monday 15th April 2019**