**C**limate

**A**ction

**S**trathaven

Registered Charity SC049872

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| **Climate Action Strathaven (CAS)**  **Project Worker**  **Job Description & Person Specification** | | |
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| Job Title: | Project Worker | |
| Location: | Based at the CAS Hub, in Strathaven Town Centre | |
| Reports to: | Board of Trustees, through the Treasurer | |
| Hours of work: | Full time (average 37.5 hours per week), mostly during normal daytime hours and with occasional evening and weekend events; might consider part time for the right candidate. | |
| **Summary of Position:**   * Day to day management and oversight of activities within the CAS Hub; * To assist in the development and delivery of actions to implement the Charity’s Manifesto (attached). | | |
| **Key Tasks** | | |
| To manage and develop the CAS Hub to further the aims of the Charity. | | To make most effective and efficient use of the premises, facilities and networks including:-   * Co-ordinating e-Cargo bike deliveries * Maintaining hire records for e-bikes * Promoting & marketing Car Hire, e-Bike Hire & e-Cargo Bike |
| To assist members and volunteers to deliver the benefits of action in our ‘top ten’ Manifesto objectives | | To discuss and develop action plans with lead members and volunteers. |
| To assist with the development of funding applications. | | To research available sources, drafting applications for Trustees’ consideration. |
| To develop local networks of activists, volunteers, champions and the media. | | To develop and lead regular communications, including through social media, to promote the activities of the Charity and increase active participation. |
| To increase participation and leadership from young people | | To contact schools, colleges and other youth groups to enroll support and action. |

**Person Specification**

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| **Post-Holder’s Attributes** | **Criteria** | | **Essential** | **Desirable** | **To be identified by** |
| **Qualifications & Training** | Relevant professional experience, including project management skills and experience | |  | **X** | Application Form & Interview |
|  | Educated to Degree level | |  | **X** | Application Form |
|  | A passion for improving the environment | | **X** |  | Application Form & Interview |
| **Knowledge and Experience** | Previous experience of written and online communications | | **X** |  | Application Form & Interview |
|  | Previous experience within the charity sector | |  | **X** | Application Form & Interview |
|  | Previous experience of supervising staff | |  | **X** | Application Form & Interview |
|  | Knowledge of policy and legislation relevant to climate change and the environment | |  | **X** | Interview |
| **Practical Skills** | Ability to ride a bike | | **X** |  | Interview & Reference |
|  | Full, clean driving licence | | **X** |  | Application Form |
| **Intellectual Skills** | Ability to use own initiative, to prioritise and to work to tight deadlines, when necessary | | **X** |  | Interview |
|  | Good communication and interpersonal skills | | **X** |  | Interview |
|  | Problem-solving skills | | **X** |  | Interview |
|  | Ability to reflect and evaluate | | **X** |  | Interview |
| **Disposition/Attitude** | | Team player | **X** |  | Interview |
|  | | Positive, ‘can do’ attitude | **X** |  | Interview |
|  | | Flexible | **X** |  | Interview |
|  | | Confident | **X** |  | Interview |
|  | | Honest, trustworthy & reliable | **X** |  | Reference |

**Notes:**

1. The post is full time, initially for a year and will be confirmed after a 3-month probationary period, subject to satisfactory performance. The jobholder will be expected to participate in this process and we would aim to reach agreement on any changes. A part time role may be considered for the right candidate.
2. The job description is not exhaustive and will be subject to periodic review; it is likely to be amended to meet the changing needs of the Charity. The job-holder may be asked to perform such tasks out with this job description as are reasonably requested by the Trustees and which are within their capability.
3. Full support and opportunities for training will be provided.
4. Climate Action Strathaven is supported by Smarter Choices Smarter Places, which is Paths for All’s programme to increase active and sustainable travel throughout Scotland. The programme is grant-funded by Transport Scotland



9th February 2021