

Scottish Communities Climate Action Network (SCCAN) CIC Programme Manager - Community Climate Action Networks

Job Title	Programme Manager - Community Climate Action Networks
Reports to	SCCAN Convenor
Salary	£35,000 per annum
Location	Working from home - potentially ranging over all of Scotland
Hours	37 hours / week. This is a flexitime post. Main working hours will be Monday to Friday, but the post holder will need to work occasional evenings / weekends with time off in lieu.
Contract	This is a post funded by the Scottish Government - Fixed Term initially until the end of March 2022. Grant allocation for the financial year 2022-23 is subject to written confirmation by the Scottish Ministers following the outcome of the annual spending reviews.
Employee benefits	35 days annual leave per annum, including public holidays and 3% employer pension contribution.
Closing Date	12noon Friday 10 December 2021
Interview Date	Friday 17 December 2021

Background

Following the UN COP26 in Glasgow the Scottish Government has invited SCCAN to support the development of regional community climate action networks across Scotland. These will be well connected with the wider third sector and with the public sector in their areas so as to support the emerging network of regional community climate action hubs.

The postholder will oversee and support regional **Network Coordinators** who will be recruited for up to ten regions across Scotland. Their role is to work with and help consolidate existing community climate action networks and help create new regional networks.

The **Programme Manager - Community Climate Action Networks** will oversee the launch and development of this programme and will provide coordination and support for the regional **Network Coordinators**.

Job Purpose

The **Programme Manager** will be responsible for overseeing the development and ongoing coordination of Scotland's regional **Community Climate Action Networks**.

This will include working with local community led organisations to recruit and provide ongoing support to regional **Network Coordinators** - ensuring structures and processes for peer support and sharing of experience and learning between the regional networks.

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Main Responsibilities

1. Identify appropriate regions as the initial focus for this programme and support the SCCAN team to define the objectives and evaluation criteria for the programme - monitoring and reporting on outcomes and progress against agreed plans
2. Support the SCCAN team to recruit in each selected region a part-time, locally-based Network Coordinator and then provide ongoing support and advice to them
3. Connect these networks with regional community climate action hubs and with relevant Scottish and British / European / Global networks and ensure sharing of learning and experience between the regional networks
4. Ensure that all regional network members gain access to SCCAN activities, events, training etc. and the Community Learning Exchange programme
5. Search out and signpost relevant stories to SCCAN Story Weavers
6. Communicate needs of regional network members to relevant SCCAN circles / working groups and help to create and manage appropriate support services for community climate action networks and their members
7. Plan and deliver training sessions on relevant topics and participate in SCCAN circles / working groups and support development of appropriate toolkits and training materials
8. Map community-led activity and networking efforts in other regions not included in the initial phase and establish contact with groups that could play a role in catalysing the formation of networks where none currently exist.

Knowledge, Skills and Experience Required: E = Essential / D = Desirable

- E Experience of network building - developing and maintaining partnerships
- E Project management experience
- E People management experience
- E Experience of hosting and facilitating meetings and public engagement events
- E Knowledge of community project funding and experience of applying for funding
- E Great team player with excellent communication and organisational skills
- E Professional manner, well-developed interpersonal skills, including listening skills and experience of using own initiative in supporting others
- E Undergraduate or Postgraduate qualification in Community Studies, Environment or Climate-related subjects or other relevant field - or equivalent work experience
- E High level of personal initiative and ability to work proactively and autonomously.

- D Experience of community led climate action projects and initiatives
- D Experience of sociocratic governance and processes
- D Budget / financial management experience
- D Substantial knowledge and understanding of the complexities of climate change.

For more on SCCAN see <https://scottishcommunitiescan.org.uk/about-us/how-we-work/>

If you would like to discuss this post or its requirements please contact:
Philip Revell, SCCAN Convenor, convenor@scottishcommunitiescan.org.uk

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SCCAN is an equal opportunity organisation which aims to be family friendly. We encourage applications from under-represented sections of society, including but not limited to: people with disabilities, people of colour, trans and non-binary people, other members of the LGBTQI+ community, and women.

To apply please email convenor@scottishcommunitiescan.org.uk.

Your application should take the form of a single document containing:

- a covering letter (maximum 2 pages) outlining the reasons we should employ you
- a CV (maximum 2 pages) including
 - an indication of your recent employment / activities with reason for leaving **plus**
 - the names, email and phone number of two people who have agreed to provide a Reference [only contacted after interview].

Please give the document filename: **YOURSURNAME - Prog Mgr** with the same document name used in the Subject line of the email - to help us keep track of applicants.

Please do not include your date of birth or photo in any of the documents. The panel will shortlist on the basis of evidence provided of meeting the Essential criteria with secondary weight given to Desirable criteria.