

Candidate Information Pack



Recruitment February 2022

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Introduction from the Chief Executive

Dear Candidate,

Thank you for taking an interest in joining our organisation. We have a range of exciting new opportunities which we hope will be of interest to you. I think it is fair to say that there has probably never been a more dynamic or exciting time to be looking for a career in the environmental sector of Scotland, so hopefully your next career step will be with us.



From your own knowledge and/or research, you will probably know that the Green Action Trust is Scotland's leading environmental regeneration charity, working extensively for the Scottish Government and its key agencies as well as most of Scotland's local authorities.

To meet our future ambitions, the expectations of our partners and to play our part in responding to the twin crisis of climate change and biodiversity loss, we are pleased to be adding new roles into our organisation. We recognise that more needs to be done across Scotland to support all sectors take the necessary steps towards Net Zero and there is no doubt the Trust is ideally placed to contribute.

Additional capacity is important for us as this will enable the Trust to reach more people and increase, substantially, our environmental impact for communities across Scotland. Specifically, we are looking for energetic, passionate, and committed people to fill the following six roles:

CSGN Programme Manager
Development Manager

Development Officer (x 2)
Project Manager (x 2)

This is a really exciting time for the Trust, and for employment in the environmental sector, more generally. There are a range of very interesting opportunities that are emerging and we want to ensure that we have the capacity and requisite professional skills at our disposal so that we can meet the expectation that sits with us.

You may be interested to know that we recently affirmed our commitment to the United Nations Sustainable Development Goals, which now influence everything that we undertake to do. You will find references to this within our Annual Business Plans. We are also committed to being an exemplar, environmental organisation and expect to achieve the ISO14001 environmental standard by the of 2022.

Finally, we are committed to building a diverse organisation, so we welcome applications from all sectors of society, regardless of ethnicity, age, gender, disability and/or religious persuasion. In return, we offer you an employee friendly organisation with flexible policies and benefits that will help you deal with the complexities of every day life.

If you have an ambition to work in a thriving sector and assist Scotland meet its climate change challenges, we want to hear from you.

Derek A. Robertson
Chief Executive Officer

About the Green Action Trust

The Green Action Trust is Scotland's leading environmental regeneration charity and the trusted delivery partner for the Scottish Government and a wide range of stakeholders including local authorities, regional partnerships, landowners, environmental groups and local communities.

We are a registered SCIO (national charity) employing 30 people and our headquarters are in Shotts, North Lanarkshire. We have a very energetic and committed Board of 9 charity trustees who work very closely with the Chief Executive and the Leadership Team. Our annual turnover exceeds £3million per annum. We are very proud of our achievements and for the excellent reputation we enjoy amongst our partners.

We were formally known as the Central Scotland Green Network Trust from 2014 to 2020, however we changed our identity to better reflect our growing portfolio of activity and so that we could take our expertise and capabilities to the whole of Scotland. We are best known for our work on managing the Central Scotland Green Network, a £2.4 billion, 40-year programme and one of the largest green infrastructure initiatives in Europe. (See below for more information).

Our Vision

An environmentally just and climate resilient Scotland where communities flourish and the economy prospers.

Our Mission

Our ambition is to enable and deliver an environment which: adapts to our future climate; enhances and restores nature and biodiversity; fosters healthy lifestyles and wellbeing; and supports a sustainable economy. We will achieve this by influencing our partners, and by working collaboratively to deliver projects and services that build equitable, resilient communities and a greener country.

Our Values

Leader

Collaborative

Ambitious

Influential

Trusted

The Board of charity trustees has set the following strategic ambition for the Trust towards 2025 which underpins the above and the aspirations that have been set within our five year plan. It states:

By 2025, the Green Action Trust will be regarded as the nation's leading environmental regeneration charity and go-to-organisation working with, and for, the Scottish Government, many of our public sector agencies, the private sector (where appropriate), local communities and environmental organisations from across Scotland.

For more information see: www.greenactiontrust.org

About our work

The Trust provides bespoke solutions to support action on climate change, biodiversity loss and environmental inequality linked to national policy across a range of sectors.

Our ambitions, plans and actions are intended to bring real change to the environment, economy and people of Scotland. Our principal aim is to add value, and through delivery, create change. We are a collaborative organisation that seeks to be inclusive, trusted and open with our partners, stakeholders and staff. We are also ambitious about taking our expertise, knowledge and skills to communities and partners right across Scotland.

Our Services

Over many years, the successful projects and initiatives undertaken by the Trust have made a difference and the charity is widely regarded as having done a good job. There is, however, more for us to do. Our key services are as follows:

- Climate change action – project design
- Contract management
- Environmental and urban regeneration
- Green infrastructure development and delivery
- Green active travel
- Productive use of vacant and derelict land
- Woodland creation and management
- Habitat creation and management



- GIS mapping
- Spatial planning and design
- General Project Management
- Community engagement
- CSR and ESG solutions
- Community Greenspace Development
- Environmental surveys
- Grant Fund management



Central Scotland Green Network

One of our main responsibilities is delivery of the Central Scotland Green Network which is one of the largest environmental projects of its kind in Europe. More than just a 'Green' initiative, it is designed to support, link up and build on existing partnerships and programmes with the objective of improving the social, physical, cultural, and environmental wellbeing of central Scotland.

Our role is to engage individuals and organisations to support and deliver the CSGN vision. Our principal aim is to add value, and through delivery, create change. The CSGN is changing the face of central Scotland, by restoring and transforming the landscape of an area stretching from Ayrshire and Inverclyde in the west, to Fife and the Lothians in the east.

It is a National Development of Scottish Government within the National Planning Framework 4, which aims to make '*a significant contribution to Scotland's sustainable economic development.*' It involves public agencies and stakeholders working together to align their policies, programmes and actions to achieve a common aim. For more information on the CSGN - <http://www.centralscotlandgreennetwork.org/>

National and local policy development

We have extensive experience of working with partners ranging from Scottish Government, local authorities, public agencies and communities to develop, support, disseminate and promote environmental regeneration policy. We know that to deliver positive change for the future we need to plan ahead and create a policy environment which ensures that action to deliver positive outcomes is encouraged and focused on key outcomes for our country.

Our policy work includes:

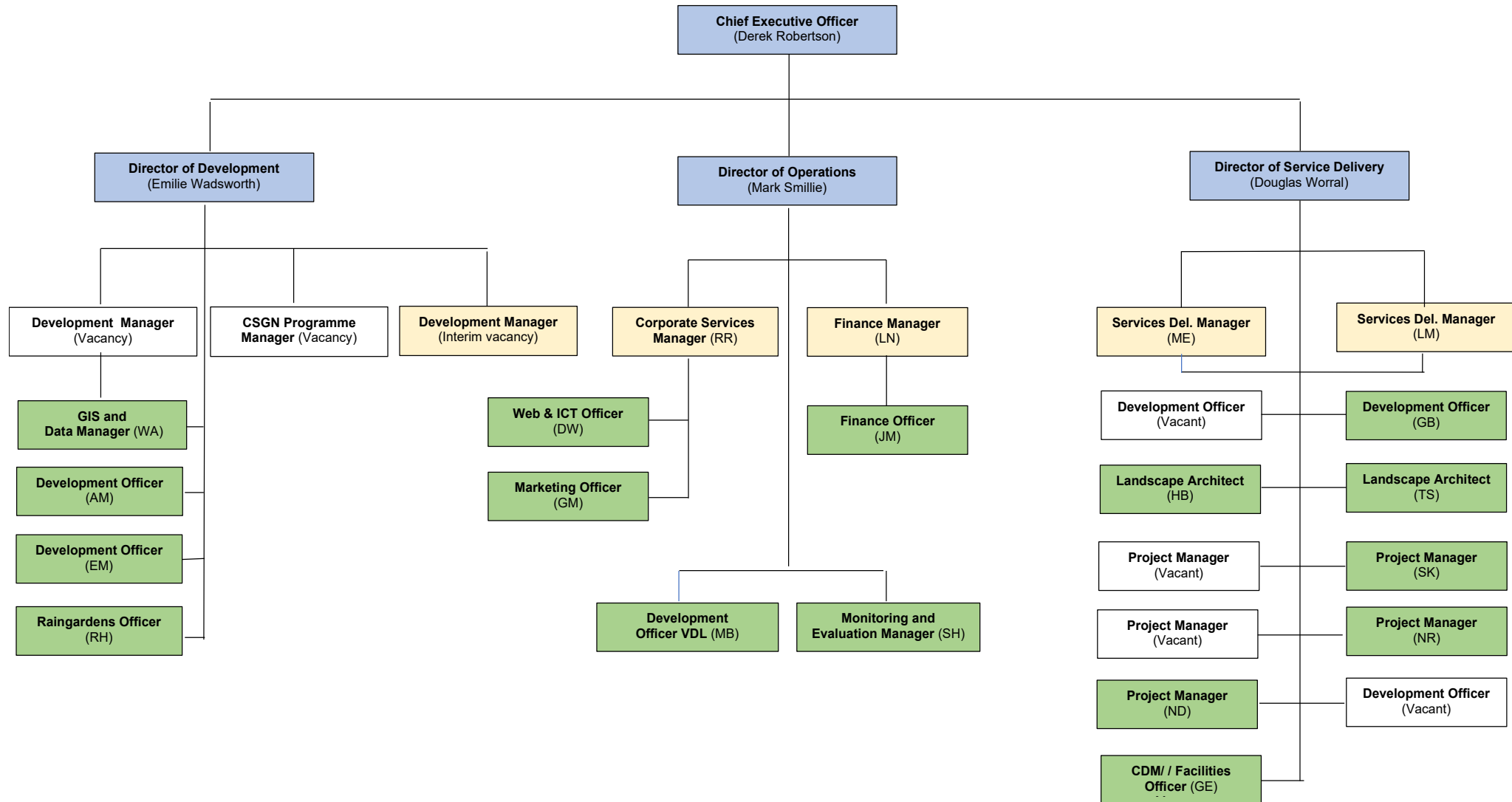
- Working with the Scottish Government on national policy development
- Supporting regional and local policy development, including developing frameworks for city and growth deals
- Reviewing special plans and regional planning strategies
- Providing organisations with guidance on incorporating or aligning with national policy
- Policy analysis and dissemination
- Sharing best practice advice

Who we work with

We recognise that working collaboratively to deliver change is central to our mission, indeed our entire approach is based upon joint-working. We know that a wide range of government agencies, organisations, businesses, community groups and others share our ambitions for a more sustainable country, and that by working together, we can deliver the change we need. Amongst many others, we work with:

- Scottish Government
- Local authorities and public agencies across the country to deliver projects and implement sustainable planning policy interventions for the future
- Businesses who recognise that environmental and regeneration interventions are a key part of their positive social impact
- Housing associations, communities and individuals with the ideas and inspiration to change their local places and spaces for the better
- Charities, social enterprises and community groups who recognise that by working collaboratively we can deliver change that would, otherwise, not be possible

Green Action Trust –Staff Structure – February 2022



Current vacancies are in the white boxes

Attributes of our staff

Our staff ensure the smooth delivery of the Trust's activities. Their work underpins our successful partnerships and collaborative working with external organisations. Through common key attributes our staff are:

Able to make and meet commitments – Executing and achieving what is promised through planning and organising priorities. Well organized, hardworking and thorough. Monitoring own progress to ensure consistently high standards

Adaptable – Ability to recognise the need for change and respond effectively and positively to changing priorities and conditions, to suit external drivers

Composed - Calm and controlled, working well under pressure

Customer focused - Understanding of own role and its relationship to the customer, internal and external, continuously focusing on seeking to exceed customer expectations

Effective communicators - Willingness to actively listen to others, actively share information and have the ability to express oneself clearly

Enthusiastic - 'can-do' individuals who aspire to be the best, despite the constraints of budgets and time, inspiring and encouraging others

Ethical - Identifying and resolving own concerns and those of others, in a fair and ethical manner, whilst also striving to comply fully with legal and organisational values, standards and codes of practice

Solution orientated - Applying fresh thinking to challenges

Team-players - Proactive team player, offering support where required and approachable to colleagues, partners and stakeholders

Key Terms

Location

Central Scotland*

A blend of home and office-based working will be encouraged. The Trust is currently adjusting to the impacts of Covid-19 on its working practices. Our current head office is located in Shotts however we anticipate moving from this office at some point in the future

Hours of work

35 per week

For the right candidate, we are able to offer this position on a four day a week basis at a pro rata salary

Pension

The Employer operates an auto-enrolment Pension Scheme, currently with Royal London. The Employer pays 8.25% of your salary into the scheme and your contribution will be at a rate of a minimum of 4.0%.

Staff have the opportunity to opt-in to a salary sacrifice scheme for their pension contributions

Holidays

25 days per annum, rising to 30, plus 9 defined public holidays

Life Assurance Cover

Four times annual salary

Employee Benefits

The Green Action Trust has a number of additional benefits to support employees including:

being a cycle friendly employer

staff assistance programme

a staff development programme

a welfare at work support mechanism a staff

social fund (contributory)



*The impact of Covid-19 has been very disruptive to the custom and practice of how the Trust operates particularly in relation to the use of office space. Like many organisations we are now considering what role and function office space will play in our future operations. It is not possible at this stage to give any definitive response to what this will mean for the future. We can confirm that we do not expect to have our head office outside of central Scotland.

Job Description

CSGN Programme Manager



Job Title	Central Scotland Green Network (CSGN) Programme Manager
Reporting to	Director of Development
Organisational Status	Member of Management Team
Salary Range	£40k - £45k* + benefits
Location	Central Scotland (Shotts)/Home Based
Hours of Work	35 per week**

*Placement according to experience and qualifications

**For the right candidate, we will consider reduced working hours at a pro-rata salary

The Role

Reporting to the Director of Development, the **Central Scotland Green Network (CSGN) Programme Manager** will have specific responsibility for the operational management, coordination, and development of the CSGN in partnership with a multitude of internal and external stakeholders.

The **CSGN Programme Manager** will have responsibility for engaging with all CSGN stakeholders and partners, managing these relationships and ensuring excellent two-way communication and engagement in support of the CSGN priorities, action plans and strategic initiatives.

The **CSGN Programme Manager** will work very closely with key Scottish Government contacts providing appropriate reports, monitoring and evaluation data, policy analysis and ideas for innovation and development. They will have a specific responsibility for promoting the impact and value of the CSGN programme across all media channels as well as increasing its funding base.

Given the unique nature of this programme, the **CSGN Programme Manager** will be expected to report directly to the Chief Executive and Board of charity trustees. In addition, they will be a member of the Trust's Management Team and will deputise, where required, for the Director of Development.

Travel across the CSGN area is an essential component of the job, therefore a clean driving licence and access to a vehicle is a requirement of the role.

Key Responsibilities

General

1. In conjunction with the Chief Executive and the Director of Development, manage the principle objectives associated with the delivery of the CSGN
2. In conjunction with the Leadership Team, promote the good name of the Trust to all existing and potential stakeholders, partners, customers, clients, sponsors and suppliers

3. Foster and maintain positive working relationships with private/public/voluntary sector organisations, businesses and partners at senior management level
4. Foster effective internal relationships with colleagues to enable two-way information/intelligence sharing that improves business performance
5. Adhere to all the Trust's operational policies and procedures

Role specific

6. Be an ambassador for the promotion of the key strategic objectives of the CSGN across the environmental sector and the key agencies of Scotland
7. Work in partnership with the Scottish Government, civil servants and officers from NDPBs to advance the work of the CSGN
8. In conjunction with the Director of Development, manage the strategic and operational responsibilities associated with the delivery of DP30, the CSGN Delivery Plan
9. In conjunction with the Director of Development, ensure that all stakeholders and partners are fully briefed and supported in their engagement in CSGN programmes and activities
10. In conjunction with the Director of Development, create an environment that fosters proposals for new CSGN projects and lead on the production of project initiation documentation for new opportunities
11. Lead on the development of appropriate communications and marketing activities that promote the value and ambition of the CSGN
12. Lead on the development of marketing plans that ensure that the CSGN has a high profile amongst its partners, key stakeholders, the Scottish Government and politicians
13. Lead on analysis and interpretation of all relevant environmental strategies and Scottish Government policies associated with climate change and biodiversity loss that are likely to have an impact on the CSGN's priorities and those of the Trust
14. In conjunction with the Chief Executive, draft appropriate consultation responses, position statements and reports that are relevant to the CSGN and the Trust's operating plans
15. Manage and co-ordinate the CSGN Partnership Group, including acting as Secretariat, and ensure that the Group is fully briefed and advised on all CSGN activities, developments, plans and strategy
16. In conjunction with the Chief Executive, represent the Trust at all stakeholder events, network events, working groups (and the like) that are relevant to the CSGN, DP30 and environmental regeneration
17. Assist colleagues with the development and implementation of environmental regeneration projects that meet the ambitions and priorities of the CSGN and DP30
18. Provide technical support/guidance to colleagues, customers and partner organisations as appropriate
19. In conjunction with the Director of Operations, assist with the implementation and application of appropriate quality assurance frameworks
20. Undertake all other relevant management duties in support of the Chief Executive and Board of charity trustees' ambitions for the Trust

This is not an exhaustive list of tasks and are to be used as a guide to the key responsibilities and tasks that are allocated to the role.

Person Specification

CSGN Programme Manager



	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> • Relevant degree or post-graduate qualification (or equivalent experience). • Evidence of continued professional development 	<ul style="list-style-type: none"> • NVQ Level 4 Management qualification or equivalent • Prince 2 (or equivalent) project management qualification
Experience / Skills	<ul style="list-style-type: none"> • Experience of managing national or regional environmental programmes • Politically aware and experienced in policy analysis • Significant experience in partnership management and engagement • Proven skills in project, programme and services development • Comprehensive understanding of high quality customer service • Significant experience of working in partnership with partners • Sound knowledge of good practice in procurement and organisational risk management • An understanding of Scottish and UK policy commitments to climate action, nature recovery and delivering a green post Covid recovery • Good analytical skills and lateral thinking • Significant experience of budgeting, capacity planning and financial forecasting • Demonstrable experience of taking the lead and showing initiative • Experience of problem solving and analysing complex data 	<ul style="list-style-type: none"> • Public and private sector experience of contract bidding and tendering • Understanding of the key elements of project management and evaluation • Appreciation of the environmental sector and the role of environmental organisations across Scotland • An appreciation of the drivers for public and private sector organisations with regard to environmental action • Comprehensive understanding of the application of Healthy and Safe working practices • Political astuteness • Understanding of delivering landscape scale interventions such as landscape conservation action plans

Job Description

Development Manager



Job Title	Development Manager
Reporting to	Director of Development
Organisational Status	Member of Management Team
Salary Range	£35k - £40k* + benefits
Location	Central Scotland (Shotts)/Home Based
Hours of Work	35 per week**
	*Placement according to experience and qualifications
	**For the right candidate, we will consider reduced working hours at a pro-rata salary

The Role

Reporting to the Director of Development, the **Development Manager** will play a key part in the development of new business opportunities for the Trust.

This position, within our Development Directorate, is a key element of the Trust's forward plan to consolidate and grow its business with existing and new customers as part of an ongoing commitment to deliver social and economic outcomes through environmental regeneration.

As a key line manager, the **Development Manager** will support the Director of Development in delivering the Trust's development function and will lead on the development and realisation of new project opportunities in relation to climate change, climate adaptation, green infrastructure. the biodiversity crisis, Net-Zero and the green recovery.

The functional elements of the Development Directorate include the following:

Business Development | Policy Analysis | Business Planning | Tenders & Commissions | Service Development | Relationship Management | Innovation | Sponsorship & Fundraising | People Management | Brand Development

The **Development Manager** will be a member of the Trust's Management Team and will deputise, where required, for the Director of Development. They will have a dedicated management team, to lead so will demonstrate competencies associated with leading and managing people.

They will work across all sectors and be used to working on their own initiative yet remaining accountable within recognised structures.

Travel throughout Scotland is an essential component of the job, therefore a clean driving licence and access to a vehicle is a requirement of the role.

Key Responsibilities

General

1. In conjunction with the Director of Development, safely and securely manage the day-to-day business development functions of the Trust
2. In conjunction with the Leadership Team, promote the good name of the Trust to all existing and potential stakeholders, partners, customers, clients, sponsors and suppliers
3. Foster and maintain positive working relationships with private/public/voluntary sector organisations, businesses and partners at senior management level
4. Foster effective internal relationships with colleagues to enable two-way information/intelligence sharing that improves business performance
5. Adhere to all the Trust's policies and procedures

Role specific

6. In conjunction with the Director of Development, deliver agreed targets for growth relevant to the Trust's commercial business income
7. Ensure the efficient, effective and profitable provision of services through the control and use of capacity plans, the preparation and management of budgets and the charity's project management systems
8. In conjunction with the Director of Development, create an environment that fosters proposals for new business in different products and services and lead on the production of project initiation documentation for secured business opportunities
9. Establish and lead specialist working groups involving colleagues, charity trustees and external partners/advisors relative to business demands
10. Lead on the development of relevant new programmes of work with public and private sector partners and customers
11. Delegate effectively and efficiently to others the appropriate levels of responsibility and task completion, in terms of line and functional management, as from time to time required by the (changing) strategic and/or operational needs of the Trust
12. Lead, develop and support your team of staff
13. Work with colleagues to develop and appropriate suite of generic marketing collateral that assists with the Trust's business development/service delivery/programme management priorities
14. Coordinate the transfer of programmes from development to delivery status at appropriate stages
15. Support the Director of Operations and Corporate Services Manager in the Trust's contract bidding and tendering function, particularly in relation to public sector procurement
16. Develop and manage funding or sponsorship opportunities identified to support own and wider Trust activities. This will include the Trust's corporate and social responsibility proposition

17. Provide technical support/guidance to colleagues, customers and partner organisations as appropriate
18. In conjunction with the Director of Operations, assist with the implementation and application of appropriate quality assurance frameworks
19. Undertake such work as may be determined by the Director of Development from time to time, up to or on a level with the main responsibilities of the post – including deputising for the Director of Development where necessary

Person Specification Development Manager



	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> • Relevant degree or post-graduate qualification (or equivalent experience) • Evidence of continued professional development 	<ul style="list-style-type: none"> • NVQ Level 4 Management qualification or equivalent • Prince 2 (or equivalent) project management qualification
Experience / Skills	<ul style="list-style-type: none"> • Demonstrable experience of developing new business opportunities with a range of customer groups • Proven skills in project, programme and services development • Comprehensive understanding of high quality customer service • Significant experience of managing and developing teams • Sound knowledge of good practice in procurement and organisational risk management • Comprehensive understanding of the application of Healthy and Safe working practices • Good analytical skills and lateral thinking • Significant experience of budgeting, capacity planning and financial forecasting • Demonstrable experience of taking the lead and showing initiative • Experience of problem solving and analysing complex data 	<ul style="list-style-type: none"> • Public and private sector experience of contract bidding and tendering • Understanding of the key elements of project management and evaluation • Appreciation of the environmental sector and the role of environmental organisations across Scotland • An appreciation of the drivers for public and private sector organisations with regard to environmental action • An understanding of Scottish and UK policy commitments to climate action, nature recovery and delivering a green post Covid recovery

Job Description

Development Officer



Job Title	Development Officer
Reporting to	Service Delivery Manager
Organisational Status	Member of Service Delivery Team
Salary Range	£30k - £35k* + benefits
Location	Central Scotland (Shotts)/Home Based
Hours of Work	35 per week**

*Placement according to experience and qualifications

**For the right candidate, we will consider reduced working hours at a pro-rata salary

The Role

Reporting to the Service Delivery Managers, the **Development Officer** will lead in the development and implementation of green infrastructure projects and programmes that help realise the Trust's vision and ambition.

As part of a multi-disciplinary team, you will support the Director of Service Delivery with the development and delivery of projects and programmes related to: climate change, climate adaptation, green infrastructure, biodiversity loss, Net-Zero and the green recovery.

They will assist with the creation of new areas of work, supporting initiatives and work programmes building on, and expanding, the Trust's existing skills and services. The **Development Officer** will also assist and contribute to the organisational priorities set out in the annual Business Plan.

Travel to project sites is an essential component of the job, therefore a clean driving licence and access to a vehicle is a requirement of the role. In addition the role requires regular, unsupported time to be spent on accessing sites which can be relatively remote and have challenging ground conditions.

Key Responsibilities

General

1. In conjunction with the Service Delivery Manager, safely and securely manage the day-to-day business development functions of the Trust
2. In conjunction with the Leadership Team, promote the good name of the Trust to all existing and potential stakeholders, partners, customers, clients, sponsors and suppliers
3. Foster and maintain positive working relationships with private/public/voluntary sector organisations, businesses and partners at senior management level
4. Foster effective internal relationships with colleagues to enable two-way information/intelligence sharing that improves business performance
5. Adhere to all the Trust's policies and procedures

Role specific

6. Engage with relevant partners, including Local Authorities, other stakeholders, landowners and communities in relation to project development and delivery
7. Plan and deliver community engagement events; workshops, consultations, site visits etc. as and when required
8. Working with stakeholders, manage the relevant phases of project development through to successful implementation, from early scoping and through consultation to final design
9. Working with the internal design team, and external consultants as required, maintain oversight of the project development function to meet agreed project milestones
10. Obtain all relevant consents, permissions and approvals as part of the project development process and ensure project compliance in line with regulatory requirements
11. Identify sources, win, manage and report on project funding, in line with contribution targets
12. Liaise closely with the colleagues on safeguarding and/or enhancing biodiversity, cultural and built heritage
13. Maintain oversight of projects and partner liaison during implementation
14. Help partners with project funding advice/applications
15. Monitor, evaluate and report on projects and funding and support wider reporting, working with other colleagues
16. Provide technical project development support and/or develop projects for partners and stakeholders
17. Provide financial oversight of all work projects allocated to the Development Manager
18. Tender, commission and manage external consultants ensuring standard practice is adhered to
19. Be a source of content for internal reporting and for Green Action Trust and other publicity
20. Comply with internal deadlines, financial, budgetary and quality control criteria
21. Undertake such work as may be determined by the Director of Service Delivery from time to time, up to or on a level with the main responsibilities of the post

This is not an exhaustive list of tasks and are to be used as a guide to the key responsibilities and tasks that are allocated to the role.

Person Specification Development Officer



	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> • Relevant degree or post-graduate qualification (or equivalent experience) • Evidence of continued professional development 	<ul style="list-style-type: none"> • A professional member (or working towards membership) of an appropriate registered body
Experience / Skills	<ul style="list-style-type: none"> • Proven track record of development and implementation of environmental enhancement projects • Excellent working knowledge of project funding environment • Experience of managing consultants effectively and within budget • Demonstrable experience of developing & managing successful funding bids. • Awareness of and passion for green/sustainability agendas and working knowledge of relevant policy/strategic landscape. • Experience of community co-design processes and/or facilitating community engagement and consultation • Track record of working in partnership with other organisations or working as part of a team. • Track record of managing workloads and reporting timeously • Highly computer literate and proficient software use appropriate to the role/specialism (e.g. Office, GIS, etc.) 	<ul style="list-style-type: none"> • Understanding of Monitoring and Evaluation frameworks and plans • Knowledge and experience of communication/online engagement platforms • Expert knowledge in one or more of the following areas: green infrastructure, active travel, environmental/urban regeneration, climate adaptation / mitigation, innovative approaches to greenspace management, the planning system, carbon management / sequestration, habitat management / creation, woodland creation, vacant and derelict land

Job Description

Project Manager



Job Title	Project Manager
Reporting To	Service Delivery Manager
Organisational Status	Member of Service Delivery Team
Salary Range	£25K to £35K* + Benefits
Location	Central Scotland (Shotts)/Home Based
Hours of Work	35 hours per week**

* Placement according to experience and qualifications

**For the right candidate we will consider reduced working hours at a pro rata salary

The Role

Reporting to the Service Delivery Manager, the **Project Manager** is a key member of the Service Delivery Team.

As part of a multi-disciplinary team, you will support the Director of Service Delivery with the delivery of projects and programmes related to: climate change, climate adaptation, green infrastructure, biodiversity loss, Net-Zero and the green recovery.

The **Project Manager** works with our design team and Development Officers during the development phase of our projects and lead on project contract management, production of the tender pack, tendering the project, and contractor oversight. The **Project Manager** will maintain tight cost and quality control working with contractors in the project delivery phase.

Travel to project sites is an essential component of the job, as such, a clean driving licence and access to a vehicle is a requirement of the role. This role requires regular unsupported time to be spent on accessing sites which can be relatively remote and have challenging ground conditions.

Key Responsibilities

General

1. In conjunction with the Service Delivery Manager safely and securely manage the day to day project management functions of the Trust
2. In conjunction with the Leadership Team, promote the good name of the Trust to all existing and potential stakeholders, partners, customers, clients, sponsors and suppliers
3. Foster effective internal relationships with colleagues to enable two-way information/intelligence sharing that improves business performance
4. Foster and maintain positive working relationships with private/public/voluntary sector organisations, businesses and partners at senior management level
5. Adhere to all the Trusts policies and procedures

Role Specific

6. Undertake project design, produce contract drawings, specifications, cost estimates, bills of quantities, measurements and risk assessments as appropriate to one's specialism
7. Contract manage projects, ensuring the Trusts guidelines on tendering and contract administration are always followed
8. Liaise with other staff (particularly development officers), funding partners, clients, landowners, other organisations and individuals during the development and implementation of physical projects
9. Assist with funding applications and development of projects
10. Manage cash flow positively acting timeously on grant claims for invoicing and take responsibility for overall monitoring and control of expenditure of these projects.
11. Report on project financial targets, analysing any variance between forecast and actual budgets, taking appropriate positive corrective action where necessary
12. Using project management tools plan in significant delivery project milestones
13. Provide technical and project management support for the Trusts clients, partner organisations and stakeholders appropriate to one's specialism
14. Prepare and let briefs for consultancy design, management, administrative and specialist services and oversee consultancy work, as required
15. Support the Director of Service Delivery in the management, maintenance and development of the Trust's property and land holdings
16. Undertake such work as may be determined by the Director of Service Delivery from time to time, up to or on a level with the main responsibilities of the post

*This is not an exhaustive list of tasks and are to be used as a guide to the key responsibilities and tasks that are allocated to the role.

Person Specification Project Manager



	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> • Relevant degree or post-graduate qualification (or equivalent experience) • Evidence of continued professional development 	<ul style="list-style-type: none"> • Prince 2 (or equivalent) project management qualification • A professional member (or working towards membership) of an industry institute, such as the Institute of Chartered Foresters
Experience and Knowledge	<ul style="list-style-type: none"> • Significant project management and project development experience with the ability to deliver against set targets, within timeframes and budget • Experience in compiling tender documentation for projects • Sound knowledge of good practice in procurement and organisational risk management • Track record of working in partnership with other organisations or working as part of a team • Financial competence, including prioritising and targeting resources within approved budgets • Comprehensive understanding of the application of Healthy and Safe working practices • Demonstrable experience of taking the lead and showing initiative • Knowledge and understanding or current issues and agendas appropriate to one's specialism (e.g., forestry, land management) • Experience in working with a range of stakeholders through various means of communication • Use of project management tools in co-ordinating or managing a large programme or project 	<ul style="list-style-type: none"> • Design of woodlands, greenspaces, community growing spaces, paths / cycle networks and drainage • Production of contract drawings, bills of quantity, specifications and contract documents • Proficient in the use of AutoCAD or GIS • An understanding of Scottish and UK policy commitments to climate action, nature recovery and delivering a green post Covid recovery • Experience of producing high quality reports for a variety of audiences • Solution orientated, applying fresh thinking to challenges • Able to adapt should project priorities change quickly to suit external drivers

How to Apply

Further information and assistance

Candidates are encouraged to have an informal conversation about the role. Please contact Rebecca Robertson, Corporate Services Manager, at rebecca.robertson@greenactiontrust.org to arrange a discussion with the appropriate Director if this is something you would like to do. Please be aware that conversations will be limited to 15 minutes maximum so have your questions ready.

Making an application

Please download and **complete the application form**.

Please attach a **covering letter** (not exceeding one page of A4) setting out why you want to work for the Trust. This should include what has attracted you to the job and what you think you will add to our organisation.

Please complete the **Equal Opportunities Monitoring Form** via the link provided on the application form.

Please complete the **criminal records declaration** if appropriate.

(All documents are downloadable from www.greenactiontrust.org/our-vacancies)

Submitting your application

We want to make sure that you do everything you can to succeed with your application, so we have included guidance on completing your application which is included in your pack.

All applications and associated forms are to be submitted by clicking on the relevant jobs' hyperlink on Green Action Trust vacancies webpage (these links are also noted on the application form) – this will connect your application to our online Human Resources System **BreatheHR**, which will request some basic personal details to register your interest in the role before requesting the upload of your documents. The system is safe, secure, and helps us comply with GDPR and Equality principles.

Please ensure you have all documents noted above completed and ready to submit at the time of registering on the portal as this cannot be saved and re-accessed. Please select 'finish application' once all documents have been uploaded.

Should there be issues uploading to the online portal, please forward documentation to recruitment@greenactiontrust.org.

Interview Dates

Project Managers:	8th and 9th March
Development Officers:	8th and 9th March
Development Manager:	14th and 16th March
CSGN Programme Manager:	14th and 16th March

*When applying, please advise if you **are not** available for any of the dates.*

*Given changing Covid-19 restrictions, interviews may be carried out via an online platform, however it is our preference to arrange a Covid-19 'safe' environment that will allow face to face meetings to take place.



Positive change through environmental regeneration

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w: greenactiontrust.org