

JOB VACANCY – Climate Action Strathaven



www.CAStrathaven.org

Job Title:	Programme Manager
Location:	Based at the CAS Eco Hub, in Strathaven Town Centre
Reports to:	Board Chair
Hours of work:	Part time (2.5 – 3 days per week), but would consider full time for right candidate if requested
Salary	£32,000 - £40,000 Full time equivalent

Summary of Position:

Day to day management of the CAS portfolio of projects and staff. Reporting directly to the Trustees, this is a key senior role within the Charity, ensuring delivery of CAS projects. Maintaining clear regular communications with CAS Trustees and staff and the wider stakeholder group will be essential. You will have a proven track record of managing different project streams simultaneously, and working with a range of stakeholders.

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Key Tasks

1	Maintain Project Plan(s) with suitable milestones, actions and timelines, to help ensure delivery of the overall CAS Manifesto.	Identify and resolve any issues as they arise, revising the Project Plan(s) as required. Provide clear, regular communications to stakeholders
2	Day to day management of CAS Project Workers (PWs), and oversee management of CAS volunteers by CAS Project Workers	Provide direction and day to day support for CAS Project Workers, to help them deliver on our project plans. Identify opportunities for staff to develop within the PW roles, both for their own fulfilment and career development, and for the benefit of the Charity.
3	Manage CAS relationships with stakeholders across Strathaven, ML10, and more widely	Develop and maintain regular communications with stakeholders
4	Manage CAS media and communications	Support our PWs in identifying and communicating appropriate messages across all communication channels
5	Maximise trading income from operations to provide financial contribution to charities operations	Help CAS achieve the ambition of generating sufficient trading income (from e-bike hires, CarCub, e-Cargo bike deliveries etc) to cover its core operating costs (property, staff and general overheads) from February 2023 onwards. This will allow CAS to become sustainable in the sense that it is not dependent on grant funding for core costs. Grant income and other donations/fundraising etc, will still be sought for specific project streams.
6	Oversee the management of the daily finances of CAS - including ensuring suitable processes and controls are in place to control and record income and expenditure.	Manage/monitor day to day financial management of CAS, and maintain forecast cash-flows of future income and expenditure, including grant income. Liaise with external accountants to prepare quarterly and annual accounts
7	Support the development of funding applications.	Support our Project Workers in their research of available funding sources and opportunities, and in their drafting of applications for Trustees' consideration

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8	Generally, drive forward, manage and develop the programme of CAS Projects to further the aims of the Charity.	Work with all CAS staff, volunteers & Trustees, to make the most effective and efficient use CAS premises, facilities and networks to maximise mitigation of the effects of climate change on Strathaven and the ML10 postcode vis completion and operation of <ul style="list-style-type: none"> Running Projects Future Projects
9	Manage the positive development of local networks of activists, volunteers, champions and media communication.	Maximise and prioritise the Project Workers efforts to increase the number of people actively volunteering and assisting CAS (via creating and implementing campaigns via social media, direct interaction, open events, etc.) thus promoting the activities of the Charity and increase Strathaven's mitigation of the effects of climate change
10	Particularly increase participation and leadership from young people	Maximise and prioritise the Project Workers efforts to support schools, colleges and other youth groups to engage their support and action.

Person Specification

Post-Holder's Attributes	Criteria	Essential	Desirable	To be identified by
Qualifications & Training	Relevant professional experience, including project and programme management skills and experience	X		Application Form & Interview
	Educated to Degree level		X	Application Form

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Post-Holder's Attributes	Criteria	Essential	Desirable	To be identified by
	A passion for improving the environment		X	Application Form & Interview
Knowledge and Experience	Previous demonstrable experience and success in managing projects and programmes of projects	X		Application Form & Interview
	Previous demonstrable experience and success in managing people	X		Application Form & Interview
	Previous experience within the charity sector		X	
	Previous experience of written and online communications	X		Application Form & Interview
	Knowledge of policy and legislation relevant to climate change and the environment		X	Interview
	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

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Post-Holder's Attributes	Criteria	Essential	Desirable	To be identified by
	Good stakeholder management, 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

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Notes:

1. The post is part 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.
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



5 To apply, or for more information visit www.CAStrathaven.org or e-mail tom@CAStrathaven.org with your CV and covering letter.

CLOSING DATE FOR APPLICATIONS – Friday 29 April 2022

Tom Barbour
Chair, Climate Action Strathaven
12 April 2022