

Job title:	Systems and Resources Lead
Salary:	£34,000 - £36,000 per annum, plus 3% pension contribution.
Location:	Aberdeen (hybrid working)
Hours:	37.5hrs
Contract:	Fixed term until 31 st March 2024.
Reports to:	NESCAN Hub Manager
Closing Date:	10pm, Sunday 4 th December 2022

Interviews will take place week beginning Monday 12th December 2022

About the NESCAN Hub

The North East Scotland Climate Action Network (NESCAN) Hub is a regional community climate action support hub, fully funded by the Scottish Government, which grew out of a wide network of community climate action groups in Aberdeen City and Aberdeenshire. Our vision is to achieve a sustainable N.E. Scotland by enabling community led climate action.

Our aims:

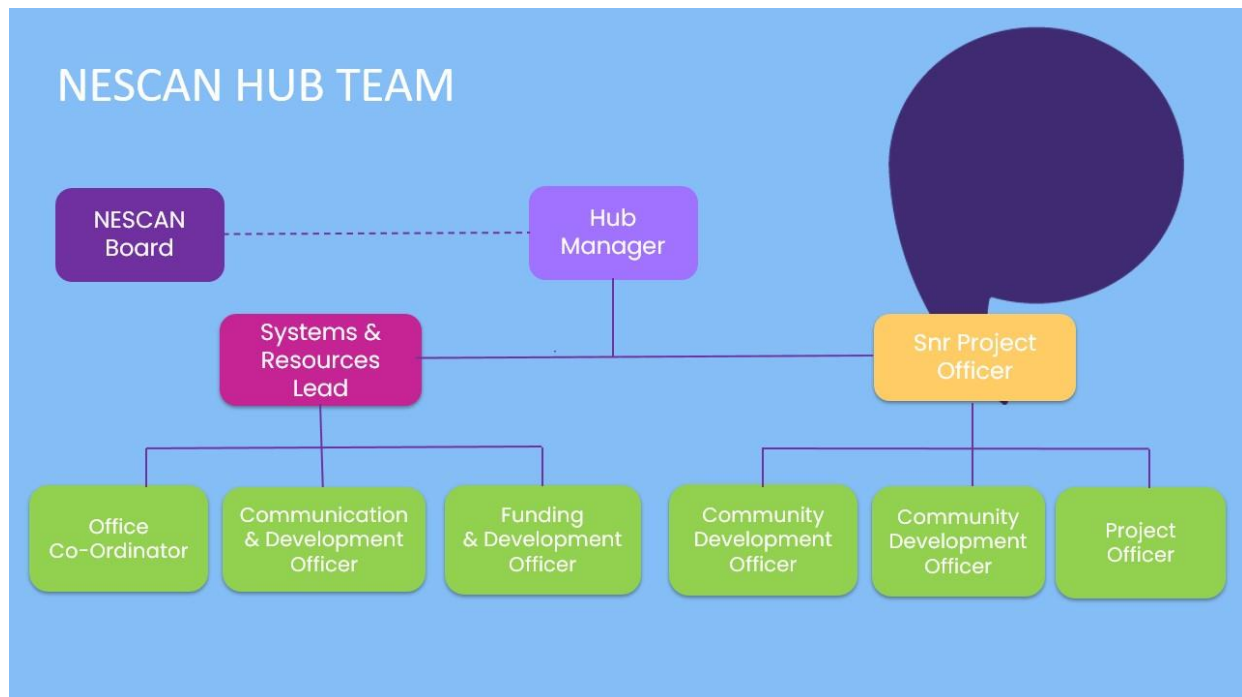
- To support and develop community led climate action throughout Aberdeen City and Aberdeenshire.
- To support the community to positively impact climate policy and decision making at local, regional and national level.

For further information on NESCAN and the Hub please visit our website www.nescan.org

About the role

The System and Resources Lead will drive NESCAN Hub's operational efficiency and mechanisms. You will work closely with all staff to ensure that systems, policies and procedures are fit for purpose enabling everyone to do their job well and deliver successfully on NESCAN Hub's objectives. We are looking for someone who thinks and operates clearly and logically, and can find, develop and manage the right systems and resources for our needs. You will bring confidence, ideas and solutions to the role, which involves line management, human resource, and financial management responsibilities. Good communication skills are key as you will be involved in our PR and marketing strategies.

Job Description: **Systems and Resources Lead**



Core Responsibilities:

- Create and implement systems and structures to ensure efficient and effective working practices and sound governance.
- Develop and update NESCAN Hub's existing policies and procedures for HR, Finance and Governance.
- Ensure that staff are trained and informed of necessary systems, policies and procedures and are supported to follow these.
- Ensure smooth and effective internal communications and resource management.
- Develop and monitor financial reporting systems and generate reports for management, board and funders.
- Budget management for core business and projects.
- Contribute to forward business and project planning from a financial and resources perspective.
- Manage staff to develop and deliver our PR and marketing strategy and action plan.
- Manage and develop NESCAN's membership strategy and oversee support and growth of membership.
- Prepare and present written and verbal reports to the NESCAN Hub Manager, NESCAN Hub Board and Scottish Government when required.
- Represent NESCAN Hub locally, regionally and nationally in relevant networks and partnerships with stakeholders and government bodies.
- Line management, HR and recruitment responsibilities.
- Co-ordinate partnership working, chairing meetings when required.
- Assist and provide cover for the NESCAN Hub Manager when required.
- Any other duties as required to contribute to the delivery of NESCAN Hub's vision and aims.

About you:

Attitude and mindset are as important as the criteria that we are seeking below. If you do not possess a specification, but believe that you can deliver on all of the core responsibilities and could develop this specification to the required standard and are motivated to do so then we would still like to hear from you.

ESSENTIAL	DESIRED
Experience & Knowledge	
<p>Line Management Experience</p> <p>HR policies and implementation</p> <p>Organisational Management including setting up systems and procedures.</p> <p>Microsoft Office and ICT systems, particularly Excel.</p> <p>Budget management.</p> <p>Project planning and development.</p> <p>PR & Comms experience / management</p>	<p>Book keeping / accountancy</p> <p>Strategic planning and reporting</p> <p>Knowledge and understanding of climate change and the challenges this poses to communities in the North East.</p> <p>Development and delivery of training and guidance for staff</p> <p>Data analysis</p> <p>Experience of working in the 3rd sector and with non-profit boards.</p>
Skills & Abilities	
<p>Highly organised and effective</p> <p>Completer-finisher</p> <p>Skilled partnership worker</p> <p>Attention to detail and accurate record keeping.</p> <p>Effective interpersonal and communication skills with people, at all levels.</p> <p>Ability to work autonomously and as part of a team.</p> <p>Ability to prioritise and balance your workload to meet deadlines and deliver outcomes.</p>	<p>Confident presenter and public speaker</p> <p>Analytical thinking</p>

<p>Flexibility and a 'can do' attitude.</p> <p>Passionate about sustainability, climate change, biodiversity, and community justice.</p>	
Qualifications & Training	
<p>Undergraduate or Postgraduate qualification in a relevant subject, or equivalent experience.</p> <p>Maths – Higher / equivalent</p> <p>English – Higher / equivalent</p>	<p>HR and/or Finance qualification or training.</p> <p>Business/Admin qualification.</p>

Other requirements:

- Regular travel across Aberdeen City and Aberdeenshire applies. The postholder may be required to occasionally travel out with the region.
- This post will include occasional weekend and evening work.

How to apply

Please apply via our website www.nescan.org

If you have any questions regarding this post, please contact NESCAN Hub Manager, Alison Stuart: alison@nescan.org

Regrettably, we cannot accept applications from anyone who requires a work UK permit.

The closing date for applications is 10pm on Sunday 4th December 2022

Summary of Terms and Conditions of Employment

Job title: Systems and Resources Lead

Employer: NESCAN Hub

Salary: £34,000 - £36,000 annum pro rata plus 3% pension contribution.

Location: This post is a mix of home and office working. The postholder will be expected to come into the office based in the James Hutton Institute at least once a week. Regular and extensive travel across Aberdeen City and Aberdeenshire applies. The postholder may be required to occasionally travel out with the region via public transport. Travel expenses will be reimbursed.

Hours: Working hours are 37.5 hours per week Monday to Friday. This is a flextime post with core working hours agreed between the postholder and Hub Manager. The post holder will be expected to work weekends and evenings when required and will be given a minimum of 2 weeks' notice for this, where possible.

Contract: The post is fixed term until 31st March 2024. There is an intention to extend this post further, dependent on funding.

Annual leave: The NESCAN Hub offers full-time employees 35 days annual leave per annum, including all public holidays, which runs from 1st April to 31st March. All leave entitlement is calculated pro-rata for part-time employees.

Other leave: Employees have contractual rights to time off for sickness, maternity and other circumstances. Employees may also take flexi-leave in hours, half days or full days to a maximum of 2 full days per calendar month.

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