

# Job Description – Project Manager



<b>Responsible to</b>	The Fife Communities Climate Action Network board
<b>Salary</b>	Up to £37,800 per annum pro rata + 6% contribution to pension scheme
<b>Hours of work</b>	Full time, 35 hours a week, or part-time; including some evenings and Saturday work
<b>Place of work</b>	FCCAN host organisation and/or community locations; also from home depending on job requirements
<b>Contract</b>	Fixed term to 31 March 2024, with the possibility of extension subject to continued funding
<b>Holiday</b>	33 days inclusive of public holidays, per annum pro rata
<b>Requirement</b>	The post-holder will be subject to a Disclosure Scotland check

## Background

Fife Communities Climate Action Network (FCCAN) is a network of community groups in Fife that are taking action on climate change. We are a Community Interest Company (CIC – registration number SC674589). Our aim is to empower and enable communities to create a low carbon future, and promote local resilience and well-being. By working through this network, we share information, resources and knowledge whilst tackling the barriers to low carbon living in Fife. We also act as a channel of communication with Fife Council and the wider Scottish Communities Climate Action Network to whom we are affiliated.

This post will be part of a team delivering a new project, the Fife Climate Hub, funded by the Scottish Government.

The Scottish Government is building a network of regional community climate action hubs. These will provide a strategic regional approach to climate change action. The network of regional hubs will support communities to take action and will drive wider behaviour change. Fife Communities Climate Action Network has been funded to develop and run a climate action hub for Fife.

Our vision is for a regional hub supporting Fife communities to take practical local action on the climate emergency. The hub will provide advice and support, promote collaboration across communities and sectors and enable learning.

Climate action needs to be everyone's business. We will reach beyond the people and communities who are already engaged in climate action and engage with people and groups at all stages of their journey. We will raise awareness of climate change, highlight positive examples and inspire action. We will work with a wide range of people and groups to reach different audiences including youth groups, sports clubs, faith groups, equalities groups, community halls, arts groups and community councils.

The aim of the project is to map current community climate action taking place across the region, assess current and future support needs and develop an active supportive network, with a view to creating the necessary resources and services to support existing community climate action and help develop further action. As part of this process, the Fife Hub will build collaborative relationships with existing local, regional and national organisations and networks. The Hub will cover the local authority area of Fife.

This is an exciting opportunity to shape the support given to community climate action within Scotland by developing a model of localised 'grassroots' collaborative support.

For more background information, see FCCAN on <https://fccan.wordpress.com>.

## **Job purpose**

The Project Manager will ensure the Hub and its aim, objectives and outcomes are delivered on time, within scope and budget. This includes producing an action plan, guiding principles and a process for monitoring and reviewing the success of the pilot after its launch. The Project Manager will oversee the organisation of promotional events aimed at encouraging collaboration and engagement with stakeholders and partner organisations. The role also involves overseeing the development and delivery of the Hub's communication and PR strategy and supervising staff responsible for PR and Communications.

## **Specific responsibilities**

Responsibilities include:

- Creating a detailed business plan, vision, and action plan to meet the aims of the hub, including milestones, indicators of success, monitoring plan and risk register
- Overseeing and supporting the work of the other hub staff
- Overall project and budget management
- Collaborating with internal and external partners including private, 3rd and public sector organisations, communities, and the public. This includes arranging, attending and/or

- presenting at meetings, workshops and stakeholder events (physical and virtual)
- Further developing the profile of the regional FCCAN network and its connections to existing local, regional, and national networks, including Fife Council and the Scottish Government
  - Representing FCCAN at local, national and international groups, and lead FCCAN's participation in selected local, national and international initiatives
  - Undertaking research and keeping up to date with current relevant legislation, policy and good practice for application and dissemination
  - Providing content for website, blog posts and articles
  - Developing systems and resources to increase climate literacy to enable 'climate change' organisations and projects to develop
  - Ensuring linkages to other policies, legislation and partnership strategies and projects are maintained and managed appropriately
  - Preparing written and oral reports on the outcomes of engagement events and status of the project showing progress against the agreed project plan and objectives.

### **General responsibilities**

- To promote the values of FCCAN when working in the wider Fife community and engage with the communities in a way that empowers them to adopt sustainable behaviour changes
- To comply fully with the FCCAN's ethos, policies and procedures and relevant legislation
- To work and communicate effectively with other team members
- To work constructively and effectively with partners, groups and organisations
- To provide an excellent participant experience
- To attend and contribute to team meetings and training courses
- To undertake other duties in line with the job purpose

### **Equal opportunities**

FCCAN values diversity and is committed to providing equal opportunities for all staff and applicants regardless of race, gender, age, disability, religion, belief, sexual orientation, marital status or pregnancy and maternity. FCCAN makes hiring decisions based solely on experience, skills and the needs of the CIC at the time. Please tell us if you have access needs for the recruitment process and we will try and meet your needs.

# Person Specification

You should:

- Have significant experience working with communities
- Have a good knowledge of climate change and environmental issues
- Have significant project management experience
- Have experience planning and running workshops, training and community events
- (Desirable but not essential) be educated to degree level in a subject relevant to the objectives of FCCAN and the requirements of the post

You will have the following qualities which are essential to this role:

- Excellent attention to detail
- Ability to work autonomously and as part of a team
- Ability to supervise and motivate a small work team
- Ability to prioritise and balance your workload to meet deadlines and deliver outcomes
- Excellent communication and organisational skills

Regular travel within Fife is necessary. The postholder may also be required occasionally to travel out with Fife via public transport. Travel expenses will be reimbursed.