

Job Description – Project Administrator



Responsible to	The Project Manager
Salary	Up to £25,200 per annum pro rata + 6% contribution to pension scheme
Hours of work	Full time, 35 hours a week, or part-time; including some evenings and Saturday work
Place of work	FCCAN host organisation and/or community locations; also from home depending on job requirements
Contract	Fixed term to 31 March 2024, with the possibility of extension subject to continued funding
Holiday	33 days inclusive of public holidays, per annum pro rata
Requirement	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 Administrator will support the delivery of the Fife Climate Hub, its aim, objectives and outcomes. You will be responsible for the day-to-day administration of the organisation including day-to-day financial responsibilities, office management and IT support.

Specific responsibilities

Responsibilities include:

- Support the Project Officers across a range of services including communications, engagement activities and act as a point of contact for the Hub
- Research and provide relevant information as directed for reports and presentations
- Accurately undertake administrative tasks including diary management, organising meetings (virtual and physical), preparing and disseminating agendas and meeting minutes within a timely manner, and distribution of correspondence
- Assist in the planning, preparation and running of engagement events, including an annual Fife Climate Week
- Book-keeping, banking, payroll, and expenses

- Submitting claims to funders
- HR admin and record-keeping
- Purchasing office and project supplies
- Providing basic IT support
- Create and maintain a document handling system for the Hub

General responsibilities

- 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:

- Strong IT skills including Microsoft Word and Excel and virtual meeting software (e.g. Teams/Zoom/Cisco, etc)
- Previous book-keeping experience for a company or charity
- Significant experience in the day-to-day running of an office or team
- Experience in planning and minuting meetings
- An understanding of good practice in data protection and cyber security

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 prioritise and balance your workload to meet deadlines and deliver outcomes
- Excellent organisational, interpersonal and communication skills

Some 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.