

## WEST LOTHIAN CLIMATE ACTION NETWORK HUB

### Senior Development Worker

<b>SALARY</b>	£40,000 including pension contribution.
<b>FIXED TERM</b>	Until 31st March 2024, with scope to continue to 31st March 2026 subject to final budgetary approval by the Scottish Government.
<b>HOURS OF WORK</b>	35 hours per week flexible working with evening / weekend work.
<b>ANNUAL LEAVE</b>	25 days paid leave plus 10 Public Holidays.
<b>PENSION</b>	Contributory Pension Scheme.
<b>ADDITIONAL REQUIREMENTS</b>	The post holder will be subject to a Disclosure Scotland check. The post holder will have a full clean driving licence.
<b>LOCATION</b>	West Lothian Council Area: located in member organisation offices, such as the Community Development Trust in Fauldhouse and Breich Valley, and the Voluntary Sector Gateway office in Bathgate.  Also flexible hot desk in community locations and Home working.
<b>RESPONSIBLE TO</b>	The post holder's employer is the Board of Directors of WLCAN HUB. The post holder will report to the Board of Directors of WLCAN HUB.

#### BACKGROUND

West Lothian Climate Action Network Hub (WLCAN Hub) is fully funded by the Scottish Government and part of the National Hub initiative put in place to support communities to come together and engage collectively on climate action, supporting the transition to low carbon and climate resilient living and driving wider behaviour change.

In West Lothian, our vision is to support and empower communities to develop local solutions to make the transition to net zero and climate resilient living possible through collaboration, empowerment and capacity building in communities throughout the area and work towards the creation of a just, fair and sustainable region.

#### JOB PURPOSE

The role of the Senior Development Worker is to drive forward and support the delivery of the WLCAN Hub's core functions. The role will contribute towards the Hub's aims of supporting

and empowering community led climate action in communities throughout West Lothian. The role is senior and strategic and as such the postholder will be expected to operate at a management level taking responsibility for implementing WLCAN Hub strategy, coordinating staff, Work Plan delivery, financial monitoring and control, and supporting the WLCAN Hub membership and their activities. With working as part of a small team this role is suitable to a creative, team player with a can do attitude.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Carry out strategic project planning and development of the WLCAN Hub across a range of climate action initiatives.
- Manage and support WLCAN Hub staff and volunteers.
- Responsible for reporting, financial management, monitoring and evaluation of progress towards targets, staff appraisal and development.
- Manage administration, HR legal and finance systems, tracking WLCAN Hub finances and ensure resources are used effectively.
- Represent WLCAN Hub at senior level in networks, events and on relevant committees and community planning partnerships to encourage collaborative working.
- Support the building of networks and membership of WLCAN Hub.
- Develop bidding process and launch of the Eco Development Fund.
- Lead responsibility for monitoring and evaluation of Eco Development Fund initiatives, and projects.
- Support strategic community engagement processes and community-based organisations in West Lothian to carry out sustainable community led climate action initiatives and projects.
- Identify funding opportunities for WLCAN Hub and members.
- Help signpost community groups to funding opportunities.
- Any other tasks as required to contribute to the delivery of WLCAN Hub core functions.

## **ESSENTIAL KNOWLEDGE AND EXPERIENCE**

- Experience of project planning particularly in a community setting.
- Experience in a community development role.
- Experience and knowledge of the structures that exist at community level including local Community Planning Partnerships and the third and voluntary sector.
- Knowledge and understanding of the community led climate action sector across Scotland including networks and initiatives operating to mitigate and adapt to climate change.
- Knowledge of and a thorough understanding of community empowerment.
- Experience of staff management including ability to support a team and empower results.
- Experience of setting up administrative and financial systems.
- Solid background in fund management, writing funding bids, monitoring and reporting.
- A significant track record in generating new ideas and innovative approaches to community development and empowerment.
- Awareness of local, regional and national initiatives, projects and policies relevant to the climate emergency.
- Substantial knowledge and understanding of the complexities of climate change.

## SKILLS AND ABILITIES

- Excellent ability to connect and foster collaborative and empowering working relationships with peers, staff and members of the WLCAN Hub.
- Excellent communication skills in verbal and written communication, including in social media.
- Excellent time management and organisational skills.
- Flexibility and a proactive attitude with the ability to motivate and empower others.
- Excellent attention to detail and accurate record keeping.
- Demonstrating a commitment to continuous professional learning and development to enhance and maintain a comprehensive skill set.
- Passionate about climate change, biodiversity, climate justice and the empowerment and power of communities.

## QUALIFICATIONS

Degree level or above. Preferred qualifications in community learning and development, social policy, social science, environmental protection, community planning, community-scale renewable energy including heat networks, or other relevant fields connected to climate change.

## EQUAL OPPORTUNITIES

WLCAN Hub 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. WLCAN makes hiring decisions based solely on experience, skills and its needs at the time. Please tell us if you have access needs for the recruitment process and we will try to meet your needs.

## ADDITIONAL REQUIREMENTS

Regular travel within West Lothian is necessary. The postholder may also be required occasionally to travel outwith West Lothian. Travel expenses will be reimbursed.