



Lanarkshire

CLIMATE ACTION HUB

Lanarkshire Climate Action Hub
a Rural Development Trust Project

Comms and Events Officer

Salary	£35,000 + 6% contributory pension (pro rata)
Fixed Term	Until 31 st March 2025 with extension to 31 st March 2026 subject to funding.
Hours of Work	28 hours inc some Evening and Weekend Job share and flexible working considered
Annual Leave	25 days + 10 public holidays (pro rata)
Location	Hybrid working welcomed. Main office is at 1 Powell Street, Douglas Water, ML11 9PP but the actual place of work may be at any location in Lanarkshire.
Responsible to	The post holder will report to the Managing Director of The Rural Development Trust.

BACKGROUND

The [Lanarkshire Climate Action Hub](#) is part of the [Scottish Government's Climate Action Hub programme](#) 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 Lanarkshire, 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 and capacity building in communities throughout the area.

JOB PURPOSE

The aim of the Comms and Events Officer is to promote the work of the Hub and its partners via its website, social media channels and other methods developed.

The officer will also manage the design and delivery of events.

The officer will support and offer training in communication skills and use of communication tools as required to other members of the Hub team and external community organisations.

The officer will work with the team to design materials and create content suitable for different media channels.

The officer will be as inclusive as possible to ensure that no communities or groups are excluded from the support available from the Hub.

MAIN DUTIES AND RESPONSIBILITIES

- Develop a marketing strategy and communications plan for the Hub
- Create content for various media channels including printed and online materials
- Manage the website and social media channels
- Organise and manage events to promote the work of the Hub
- Assist community groups and organisations to maximise their visibility in their communities by training them on the use of various media tools and channels
- Ensuring the website is up to date and software licences are in place to ensure the software is updated regularly.
- Any other tasks as required to contribute to the delivery of Hub core functions.

ESSENTIAL KNOWLEDGE AND EXPERIENCE

- Experience in successfully delivering marketing functions for a small organisation
- Knowledge of maintaining a website and social media channels
- Experience of organising and managing events
- A high level of literacy and the ability to effectively communicate technical language into Plain English

DESIRABLE KNOWLEDGE AND EXPERIENCE

- Knowledge of climate change environmental and social issues and the challenges that this poses to communities throughout Lanarkshire
- A good track record in generating new ideas and innovative approaches to marketing community projects.
- Ability to manage multiple projects and work flexibly as part of a small team.
- Confident in using software and the ability to investigate any issues and install programmes.

SKILLS AND ABILITIES

- Ability to connect and foster collaborative and empowering working relationships with community groups, public and third sector partners.
- Flexibility and a proactive attitude with the ability to motivate and empower others.
- Good time management and organisational skills.
- Excellent attention to detail and accurate record keeping.
- Demonstrating a commitment to continuous professional learning and development to enhance and maintain a comprehensive skillset.
- Passionate about climate change, biodiversity, climate justice and the empowerment and power of communities
- Able to work under own initiative and as part of a team

QUALIFICATIONS

Demonstrable experience and/or qualification in marketing, managing social media, computer science or other relevant fields.

EQUAL OPPORTUNITIES

The Rural Development Trust is an equal opportunity employer. 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 Lanarkshire is necessary. Travel expenses will be reimbursed.

A current driving licence and access to a car with business insurance is essential.

A PVG check will be carried out and must be passed.

APPLICATION

Please apply in writing by email with a copy of your CV and a covering letter illustrating your suitability for the role.

info@climateactionlanarkshire.net