



Lanarkshire

CLIMATE ACTION HUB

Lanarkshire Climate Action Hub a Rural Development Trust Project

Admin/Finance Officer

Salary	£28,000 + 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	24.5 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 role of the Admin and Finance Officer is to provide admin and finance support to the other members of the Hub team, manage applications to the Hub grant scheme and maintain records.

The officer will also assist the Comms & Events officer with the design and delivery of events and maintaining communication 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 and will contribute to the recruitment, training and support of volunteers.

MAIN DUTIES AND RESPONSIBILITIES

- Develop and maintain admin systems. Train other members of the Hub staff on the use of the systems.
- Proactively deal with enquiries from various sources
- General accounts duties (we use Xero software)
- Any other tasks as required to contribute to the delivery of Hub core functions.

ESSENTIAL KNOWLEDGE AND EXPERIENCE

- Experience in successfully implementing and delivering admin functions for an organisation
- Be able to maintain accurate financial records
- Experience of software packages (Microsoft Office, Canva etc)
- A good level of literacy and the ability to produce Plain English written communications

DESIRABLE KNOWLEDGE AND EXPERIENCE

- Knowledge of climate change environmental and social issues and the challenges that this poses to communities throughout Lanarkshire

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.
- 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 office administration, finance or other related field.

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