



Edinburgh Communities Climate Action Network

OPERATIONS LEAD

Salary	£36,000 p.a.
Contract duration	Fixed until March 2025 in the first instance, subject to final funding confirmation by the Scottish Government.
Hours of Work	Full time, 35 hours a week flexible with some evening / weekend work (for which time off in lieu is provided). Potential for job share or compressed hours.
Annual Leave	25 days paid leave plus 10 public holidays
Pension	5% Contributory Pension Scheme.
Additional Requirements	The post holder will be subject to a Disclosure Scotland check.
Location	You will be based in member premises in the heart of the city, working closely with other agencies and colleagues across Edinburgh. Flexible hot desking is possible in various community locations as well as home working.
Responsible to	ECCAN Network Lead.

Background

[Edinburgh Communities Climate Action Network](#) (ECCAN) is a network of over 60 community group members and 120 individual members. We aim to engage and empower individuals and community groups in taking meaningful action to address the climate and nature emergency, working towards a just, thriving and resilient Edinburgh. Our membership is open to any community group and individual in Edinburgh. You can [become a member here](#).

ECCAN was launched by the Scottish Communities Climate Action Network (SCCAN) in 2022 and submitted a successful funding application to the Scottish Government in Autumn 2023 to establish the Edinburgh Communities Climate Action Hub. This is part of a strategic Scotland-wide network of [regional Climate Action Hubs](#), supported by SCCAN. We are now looking to establish the Edinburgh Hub through the recruitment of key roles in ECCAN, including the senior strategic management role of [Network Lead](#).

At ECCAN, we aim to cultivate an organisational culture that is diverse, equitable and fosters belonging. The post holder will play a pivotal role in supporting us to achieve this vision.

The Role

This is an exciting opportunity for an individual who is passionate about climate action, good governance and charity management to take a key supporting role in building the community led network and ensuring its success.

This person will be an excellent administrator with a keen eye for detail, supporting the organisation to achieve its aims and objectives through the management of everyday operations. This will include ensuring compliance with all policy and related expectations of a publicly-funded organisation, managing HR strategies, volunteer agreements and day-to-day finances such as payroll and expenses.

As part of a fast-paced environment and collaborative team, there will be an opportunity for you to grow and develop in your role. You will initially play a key role in the set up and establishment of management processes and systems for the new charity, as well as supporting the networks' activities and events to ensure their success.

Main Duties and Responsibilities

- Provide assistance to the [Network Lead](#) to deliver ECCAN's organisational strategy and the smooth running of everyday operations of the charity
- Support the scheduling of internal and external meetings and logistics of network events
- Manage public consultations, ensuring a community-led contribution to policy development
- Capture, enter and analyse data, providing feedback and recommendations to the network
- Act as secretary of the charity (in collaboration with named ECCAN trustee) - organising trustee meetings, taking minutes, managing policy and reviews, and setting up knowledge and document management systems
- Track staff holidays and time off in lieu (TOIL)
- Administer and manage funding contracts, personnel contracts and volunteer agreements
- Manage contracts with suppliers, contractors and service providers
- Manage compliance with statutory regulatory requirements such as GDPR
- Manage expenses, payments and payroll
- Support the delivery of ECCAN's fundraising strategy, including contact with institutional and individual donors, and writing funding proposals
- Support the integration of Equity, Diversity and Inclusion, race and equalities agendas across all of ECCAN's planning and programming, promoting an inclusive and diverse organisational work culture

Knowledge and Experience

Essential.

- Experience of being a PA, team administrator in a charity or managing voluntary organisation administration
- Experience in setting up and managing a range of effective and accessible office systems and document management systems
- Experience of and conversant in using the main IT packages
- Experience of managing day-to-day accounting packages - such as XERO accounts - and preparing monthly narrative reports for the team / trustees
- Experience working with databases e.g. for members, groups, activities
- Experience of organising events, meetings and managing related logistics
- Understanding of statutory regulatory requirements for charities
- Experience of managing personnel or volunteer contracts and updating HR policies

Desirable

- Experience of community climate action in a voluntary or other capacity
- Knowledge and understanding of the climate and nature crisis
- Experience of writing funding proposals and fundraising
- Experience of Google Workspace
- Experience of working with Airtable
- Experience of contract management of suppliers, contractors or service providers

Skills and Abilities

- Well organised, detail oriented and able to complete tasks to deadlines
- A team player, adaptable and responsive
- Warm, inclusive approach towards running and developing a vibrant network.
- Excellent written and verbal communications skills
- Capacity to solve problems as they arise
- Ability to synthesise and summarise large amounts of information/data

Qualifications

Educated to degree level or equivalent, with several years' relevant work experience in areas such as managing voluntary organisations involved in community learning and development, social policy, social science, environmental protection, community planning, community-scale renewable energy or other relevant fields connected to climate action.

Applicants must have the right to work in the UK.

Equal Opportunities

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

To apply

Please submit:

- **CV and covering letter** (max 3 pages total) outlining how you meet the job requirements to jobs@eccan.scot **by midnight on Wednesday 24th April.**

Please name the document: SURNAME – Operations Lead. Use that filename as the Subject Line of the email to help us keep track of applicants.

Please include any access or accessibility requirements as part of your cover letter.

- Please also complete an **Equality and Diversity Monitoring Form** with no personal identifier and email it to jobs@eccan.scot
This will be separated from application on receipt and filed separately for E&D monitoring purposes.

We are actively seeking to recruit individuals whose background or lived experiences will bring extra depth and / or a diversity of perspectives into the ECCAN team. ECCAN is an equal opportunity organisation which aims to be family friendly. We encourage applications from under-represented sections of society, including but not limited to: people with disabilities, people of colour, trans and non-binary people, other members of the LGBTQI+ community, and women.

Interviews will be held provisionally on the week beginning **29th April 2024** in central Edinburgh.

Edinburgh Communities Climate Action Network (ECCAN) is a registered Scottish Charity (SC052989) regulated by the Scottish Charity Regulator (OSCR) edinburgh@eccan.scot