



Job Description – Project Manager

Responsible to	The Fife Communities Climate Action Network board
Salary	Up to £39,690 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	16 East Fergus Place, Kirkcaldy; also from home depending on job requirements
Contract	Fixed term to 31 March 2025, 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

*We would consider applications for part-time hours.

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 FCCAN's Fife Climate Hub team, funded by the Scottish Government.

Fife Climate Hub empowers community-led action on the climate crisis. Our vision is for a growing Fife-wide network of groups taking climate action to meet the needs of their communities. We build capacity of existing community groups working on climate, encourage collaboration and reach beyond the climate engaged to grow a diverse network across Fife.

We also provide a voice for our members to influence local and national policy. Together we are driving change and strengthening climate resilience in Fife.

The Hub offers training, advice, inspiration, networking, funding and signposting to places of support. We provide opportunities for networking and shared learning to create a strong climate movement across Fife and drive change across all sectors.

Our values are:

- Inclusive – welcoming and supportive to a diverse and inclusive membership
- Collaborative – working with communities, partners, stakeholders and regional and national networks
- Empowering – supporting groups and individuals to take action to meet the needs of their communities
- Responsive – our delivery is led by our network to meet their needs

The Fife Climate Hub is part of a new network of regional community climate action hubs, created by the Scottish Government. 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 on FCCAN and Fife Climate Hub see fccan.org.uk.

Job purpose

The Project Manager will ensure the Hub and its aims, objectives and outcomes are delivered on time, within scope and budget. This involves line managing a team of community engagement officers, communications and administrative staff. The Project Manager will oversee delivery of the action plan and lead on monitoring, evaluation and reporting. They will represent Fife Climate Hub and FCCAN to external partners and networks. The role also involves developing a long-term strategic plan for the Hub and applying for funding to continue the project.

Specific responsibilities

Responsibilities include:

- Overall project and budget management
- Line managing, overseeing and supporting Hub staff
- Overseeing delivery of the Hub vision and action plan, including monitoring progress, milestones and risk

- Developing a long-term strategic plan for the Hub, and applying for funding to secure continuation of the project
- Collaborating with internal and external partners, including private, third and public sector organisations, communities, and the public
- Working collaboratively with the Scottish regional network of climate action hubs to share resources and learning
- Further developing the profile of the regional FCCAN network and its connections to existing local, regional, and national networks, including Fife Council and the Scottish Government
- Representing FCCAN at local, national and international groups, and leading FCCAN's participation in selected local, national and international initiatives, including the Climate Action Fife project
- Undertaking research and keeping up to date with current relevant legislation, policy and good practice
- Ensuring linkages to other policies, legislation and partnership strategies and projects are maintained and managed appropriately
- Providing content for website, blog posts and articles
- Coordinating and ensuring monitoring and evaluation of the project against the agreed project plan and objectives
- Preparing written and oral reports on the status of the project for the FCCAN board and funder

General responsibilities

- To promote the values of FCCAN when working in the wider Fife community and engage with the communities in a way that empowers them to adopt sustainable behaviour changes
- To comply fully with FCCAN's ethos, policies and procedures and relevant legislation
- To work and communicate effectively with team members and the FCCAN board
- To work constructively and effectively with partners, groups and organisations
- To provide an excellent participant experience
- To attend and contribute to FCCAN board meetings, team meetings and training courses
- To undertake other duties in line with the job purpose

Equal opportunities

We believe that equity, diversity and inclusion strengthen and enriches us, and that it is the responsibility of everyone at FCCAN to drive this value. As ethnic minority groups and disabled

people are currently under-represented within FCCAN we particularly urge and welcome applications from these communities.

Please contact us to discuss any additional support you may need to complete your application or take part in the recruitment process.

Person Specification

You should:

- Have significant experience working with communities
- Have a good knowledge of climate change and environmental issues
- Have significant project management experience
- Have experience planning and running workshops, training and community events
- (Desirable but not essential) be educated to degree level in a subject relevant to the objectives of FCCAN and the requirements of the post

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 supervise and motivate a small work team
- Ability to prioritise and balance your workload to meet deadlines and deliver outcome
- Excellent communication and organisational skills

Regular 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.