



Renfrewshire Climate Action Network Hub - Project Coordinator

- 16 Hours per week, £27,555 PAYE/FTE
- Fixed term to 31 March 2025, with the possibility of extension subject to continued funding
- Hybrid working: 39 High Street, Lochwinnoch, PA12 4AB and home working
- 35 days inclusive of public holidays, per annum pro rata
- The post-holder will be subject to a Disclosure Scotland check

Background

Local Energy Action Plan (LEAP) is a Renfrewshire-based environmental charity and we are hosting Renfrewshire Climate Action Network Hub (RenCAN Hub), as part of the Scottish Government's national hub network. The Hub supports the people of Renfrewshire to flourish through climate action, creating tangible outcomes for people and communities that enhance wellbeing.

The Hub will do this by connecting people and places, sharing knowledge skills, funding and developing projects within RenCAN, a regional network of people and community-led organisations that are or want to act to reduce and adapt to climate change in Renfrewshire.

RenCAN Hub is the facilitation and support organisation for the network

For more background information on LEAP and RenCAN Hub see www.myleaproject.org



The Role

The Project Coordinator will support the delivery of the RenCAN Hub, its aim, objectives and outcomes. You will support the Manager and Development Officers in day to day Hub administration and manage promotion of Network and Hub Activity.

The working pattern can be fairly flexible between the hours of 9.00 am and 5.00 pm Monday - Friday, with occasional weekend working when hosting events. The role is split between home working and working in Lochwinnoch, as well as being on-site occasionally at events in other community spaces across Renfrewshire.

It is an excellent opportunity for someone who enjoys a varied role and is seeking an opportunity to build more experience within the community sector.

Duties

- Process RenCAN member applications and maintain membership databases.
- Manage monthly members newsletter
- Manage Hub social media channels, and place articles in local papers/magazines, to ensure regular Hub engagement with communities in Renfrewshire
- Design and help distribute flyers and posters as required.
- Support Project Officers across a range of services including communications, engagement activities and events
- Assist in financial administration of Hub activity
- Assist in maintaining accurate monitoring and evaluation data
- Assist with HR admin and record-keeping
- To comply fully with the RenCAN's ethos, policies and procedures and relevant legislation
- To work and communicate effectively with other team members
- To work constructively and effectively with partners, groups and organisations
- To provide an excellent participant experience
- To attend and contribute to team meetings and training courses

Equal Opportunities

We want Renfrewshire Climate Action Network to be an inclusive and diverse organisation where everyone feels supported, valued and able to be themselves.

We encourage applications from people of any background. We know that in our sector we particularly lack staff and volunteers with Minority Ethnic backgrounds and disabled people. If you identify as Minority Ethnic and/or disabled, we are particularly interested in receiving your application.

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

REQUIREMENTS:

Essential:

- Strong administration and IT skills with a knowledge of MS Office packages, including strong knowledge of MS Excel / Google Sheets.
- Previous experience of a relevant role ideally within administration, marketing, or project delivery/coordination.
- Excellent communication skills and the ability to develop relationships at all levels.
- Excellent attention to detail
- Ability to work autonomously and as part of a team
- Ability to prioritise and balance your workload to meet deadlines and deliver outcomes

Desirable:

- Project experience from a community focussed role.
- Experience of digital marketing or communications.
- Experience with Quickbooks
- Understanding of Third Sector
- Familiar with local area
- Passion for community-led climate action
- Own transport and clean driving license.
- Experience of using Canva or other similar software.



Please apply by forwarding your CV together with a cover letter to mike@myleaproject.org

Application Closing Date: 5pm 2nd September 2024

Interview Date: Week Commencing 9th September 2024 tbc

