



**Green  
Action  
Trust**

# **RECRUITMENT PACK**

Head of Programme Management

£49,386

Full Time (35hrs/week)

# THE OPPORTUNITY

## Overview

The Green Action Trust is Scotland's leading environmental regeneration charity and a trusted delivery partner for the Scottish Government and a wide range of public, private and non-profit stakeholders.

We provide end-to-end project solutions across a number of environmental areas and are responsible for driving the delivery of the [Central Scotland Green Network \(CSGN\)](#), a national development and one of the most ambitious green infrastructure programmes in Europe.

To further our work turning policy into action on climate change, biodiversity and environmental inequality, we are pleased to be recruiting for a Head of Programme Management. As part of a multi-disciplinary team, this is a critical role in driving the implementation and impact of ambitious programmes and pilots (e.g. The Leven Programme and Nature Networks), that regenerate and create sustainable places to deliver environmental and social benefits.

Representing Green Action Trust at a senior level, this role will provide strategic guidance, accountability, transparency, and stakeholder engagement, whilst ensuring that programmes are delivered to time and budget, and in alignment with the CSGN and GAT's purpose.

The Head of Programme Management will work closely with the Management Teams to ensure work is monitored and impact is reported on time and effectively. You will seek opportunities to grow the organisation, working with the Operations Directorate to scale

### Key Information

#### Job Title

Head of Programme Management

#### Salary

£49,386 (ST5 PT1)

#### Hours

Full time 35 hrs / week

#### Location

Hybrid

#### Reports to

Director of Strategy

#### Direct Reports

Includes Project Managers & Officers, Engagement & Behaviour Change Officers, Comms Officer

#### Key Relationships

- Senior project partners
- Consultants
- Funding partners

# ROLE DESCRIPTION

## Key Responsibilities

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- Working with the Director of Strategy, provide vision and direction for the Programme Management unit, ensuring alignment with the overall strategic direction of the organisation.
- Oversee the day-to-day operations of the team, ensuring efficient and effective delivery of programmes, projects, and services. Support Project Managers on the technical delivery of project development and implementation.
- Provide guidance, coaching, and professional development opportunities to enhance staff skills and capabilities, fostering a collaborative and supportive work environment and creating high performing, motivated teams.
- Seek out and develop collaborations and innovative partnerships to grow and maintain the Programme Management portfolio.
- Identify suitable funding sources and ensure programmes and projects are developed based on full costs recovery (unless specifically identified as otherwise).
- Build and maintain productive working relationships at a senior level with colleagues, funding partners, external stakeholders, clients, landowners, contractors and other organisations and individuals during the development and implementation of projects, ensuring information flows effectively and timeously to all relevant parties.
- Support the River Park Programme project team in delivery of the Leven projects, particularly the Nature Network project and act as of a member of the Leven Programme Board.
- Ensure that Green Action Trust guidelines on tendering and procurement activities are adhered to.
- Assess risks to the organisation's vision and operations, including legal, financial, and reputational risks. Develop strategies to mitigate risks and ensure compliance with relevant laws, regulations, and ethical standards.
- Stay abreast of relevant policies, regulations, and trends in the environmental sector and the specific aspects of the directorate. Ensure advocacy for policies and initiatives that support the organisation's mission, values and objectives, both internally and externally.
- Communicate programme and project objectives, activities, and results to internal teams and external stakeholders through regular reports, presentations, and other communication channels. Share success stories, lessons learned, and challenges encountered to promote transparency and learning.

# CANDIDATE PROFILE



## Experience

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- Demonstrable experience of successfully developing and implementing strategic plans and managing complex projects and programmes.
- Technical experience of project delivery – particularly Client Agreements & contracts
- Experience of developing funding bids, grant claims and subsequent reporting.
- Previous experience of making a lasting and positive contribution within a senior team as well as being a positive and inspiring leader and manager to others, ideally gained within the environmental sector or a related field.
- Significant experience of working collaboratively and fostering and promoting team/partnership working.
- Experience in community engagement and behaviour change projects desirable.

## Knowledge & Skills

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- Highly knowledgeable of environmental issues, conservation principles and sustainability practices.
- A strategic thinker with the necessary vision to drive the Trust forward.
- Excellent leadership, communication, organisation, interpersonal and relationship skills.
- Proficient in budget management, financial analysis, funding and resource allocation.
- Adaptable and resilient in a dynamic work environment.
- Sound judgement, with the ability to take appropriate, calculated risks.

## Qualifications

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- Bachelor's degree or higher in a relevant field (e.g. environmental science, conservation, nonprofit financial management, organisational development).
- A project/programme management qualification (or experience of working at a similar level, in a similar field would be advantageous).

# WORKING FOR US

“Sustainable development is at the core of the Trust’s Vision and Mission and the work that we undertake across Scotland.

We look forward to working together to continue our commitment to the United Nations Sustainable Development Goals, supporting action that will address the climate challenges that lie ahead of us.”

**Michael Roe**  
Chair, Green Action Trust



# WORKING FOR US

## Our Culture

Green Action Trust is a friendly, positive and collaborative place. People are at the heart of what we do.

You will be joining a small but motivated team who are passionate about making a difference to climate adaptation, sustainability, biodiversity, environmental impacts and health and wellbeing through engaging communities and partners.



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*Working with multiple partners, funders, project teams and communities is all part of my role at Green Action Trust. Since joining in June 2022, my focus has been on The Leven Programme. It has been fascinating to learn how the Trust has developed multiple projects that will deliver huge environmental and social benefits at scale. Having previously worked in consultancy, this role allows me to apply my experience in an enabling and decision-making capacity, and to meet and work with great people along the way.*

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Laura, Development Manager

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*It's great to be able to focus on delivering projects on the ground and really feel like I'm making a difference to the environment and local communities. Working for the Trust is very different from my previous role in local government – in a good way! Being part of a small organisation means it's easier to make decisions and get things done. Working with colleagues whose goals are the same as mine and are focused on finding solutions makes this a refreshing workplace to be part of.*

Louisa, Head of Operations



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# EMPLOYEE BENEFITS



At Green Action Trust, we believe our employees should be well rewarded for their work. We offer a variety of benefits and rewards to support our employees, including:

## Benefits at Work

- 35-hour work week
- 25-30 days annual leave
- 9 bank holidays
- Family-friendly policies
- Long service awards
- Professional membership subscription
- Enhanced mileage rates
- Skills development

## Benefits for Health

- Private healthcare
- Annual health check\*
- Discounted gym membership\*
- Enhanced sick pay
- Period & menopause friendly employer
- Employee assistance programme

## Lifestyle Benefits

- Hybrid working policy
- Flexible working arrangements

## Community & Social Benefits

- Social activities & events
- 7 hours volunteering leave
- Green activities

## Financial Security Benefits

- Contributory pension (8.25% employer, 4% employee)
- Income protection
- 4x life insurance
- Interest free staff loans for purchases
- Savings club
- Living wage employer

# APPLYING FOR THE ROLE

## Equality, Diversity & Inclusion

Green Action Trust strives to be a diverse and inclusive place where we can all be ourselves and we are committed to equality of opportunity for all staff.

Individuals are encouraged to apply regardless of age, disability, gender, sexual orientation, race or ethnicity, religion or belief.

In order to monitor the effectiveness of our policy, all applicants are asked to complete an Equal Opportunities form by visiting the following link or by scanning the QR code.

<https://uk.surveymonkey.com/r/GAT-EqualOpps>



## Further Information

We encourage applicants to get in touch for an informal discussion about the role. To arrange this, please email Rebecca Robertson at:

[rebecca.robertson@greenactiontrust.org](mailto:rebecca.robertson@greenactiontrust.org)

## To Apply

Please provide a covering letter (no more than 2 pages of A4) explaining why you are suitable and what attracts you to this role, along with an up-to-date CV (no more than 2 pages of A4).

These should be emailed (with the job role as the subject header) together with completed copies of our [Criminal Conviction Declaration Form](#) and [Candidate Additional Information Form](#) to:

[recruitment@greenactiontrust.org](mailto:recruitment@greenactiontrust.org)

**Closing Date: Friday 14th February 2025**

Interviews will be scheduled following the closing date. Please notify us of any unsuitable dates and we will try to accommodate these.





**Green  
Action  
Trust**

**POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION**

[greenactiontrust.org](http://greenactiontrust.org)