



**Job Title:** Training Officer  
**Location:** Highland. Orkney or Shetland  
**Hours:** Full Time – 37.5 hours  
**Contract:** Fixed term until 31 March 2026 with possible extension subject to funding  
**Reports to:** Hub Manager  
**Salary:** £30,000 per annum

## **BACKGROUND AND PURPOSE OF THE ROLE**

The Highlands & Islands Climate Hub is fully funded by the Scottish Government and is one of a network of Climate Action Hubs established across Scotland to offer networking, support and encouragement of community led climate action. The vision for the Hub is to support and empower communities to develop local solutions to make the transition to net zero and climate resilient living through empowerment and capacity building in communities throughout the region.

The Hub has been operating since September 2021 and is a membership organisation supporting communities across Highland and the Northern Isles of Orkney and Shetland. The vision of the overall Hub Programme defined by Scottish Government is A network of climate action hubs providing a vehicle for communities to come together and engage in collective climate action, supporting the just transition to net zero and climate resilient living, and driving wider change.

## **Main Outcomes of Climate Hubs 2025-26**

- Community-level action across Scotland contributes to building Scotland's climate resilience
- Community- level action across Scotland contributes to reducing Scottish GHG emissions
- Communities are shaping policy that promotes adaptation to and mitigation of climate change
- Community-level climate action is equitable and inclusive
- Hubs bring people and organisations acting on climate change together across Scotland, to strengthen the collective voice and take action towards a shared vision
- Local innovations have the potential to be scaled up or replicated to prove more widespread climate benefits

## **JOB PURPOSE**

The Training Officer will design, coordinate, and deliver training that strengthens the capacity of communities and community organisations to engage in climate action. This role will identify

learning needs, develop relevant training resources, and facilitate learning opportunities that support community groups at all stages of their climate journey; from initial awareness through to project delivery and evaluation.

As a key member of the Business Development workstream, the Training Officer will also identify opportunities to deliver training, workshops, and resources that can generate earned income. This will contribute to the Hub's strategic goal of diversifying from core grant income and supporting long-term financial sustainability.

## **LOCATION**

The role will support communities across the Highlands and Northern Isles of Orkney and Shetland. You therefore must reside within the Highland, Shetland or Orkney Local Authority areas. Homeworking is the norm, however, if you do reside within easy travelling distance of either our Inverness or Thurso office, 1/2 days office-based work would be required.

The Hub holds regular staff meetups, which may be at our Inverness or Thurso Office and there would be a further expectation to attend national Hub Gatherings.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Work with communities and community organisations to identify training and learning needs related to climate action.
- Design and deliver training and workshops on a range of topics including climate literacy, project development, funding applications, community engagement, and measuring impact.
- Develop and curate accessible training materials and resources, including toolkits, case studies, and online learning content.
- Coordinate and facilitate peer learning opportunities such as knowledge-sharing sessions and community learning exchanges.
- Support the delivery of the Hub's core thematic workstreams through targeted training and learning offers.
- Lead on the development and delivery of training, resources, and activities that can be offered on a paid-for basis to generate earned income.
- Contribute to the Business Development workstream by identifying and trialling income-generating opportunities that align with the Hub's mission and values.
- Monitor and evaluate the impact of training and learning activities, feeding data into the Hub's CRM and reporting systems.
- Work collaboratively with the wider Hub Team to ensure a joined-up approach to capacity building and outreach.
- Represent the Hub at external events, networks and meetings, where appropriate.
- Ensure all training activities promote inclusivity and access for diverse communities across the region.
- Contribute to communications and promotional work relating to training, learning and capacity building.
- Any other tasks as required to support the successful delivery of the Hub's objectives.

## **ESSENTIAL KNOWLEDGE & EXPERIENCE**

- Experience in designing and delivering training or adult learning programmes.
- Understanding of community development and ideally community-led climate action.
- Knowledge of climate change and sustainability topics relevant to community organisations.
- Experience working with community groups or in third sector environments.
- Familiarity with different methods of learning delivery including online, blended, and in-person formats.
- Understanding of or experience in developing paid training or services in a community development context.

## **SKILLS AND ABILITIES**

- Strong facilitation skills and the ability to deliver engaging and accessible training.
- Excellent interpersonal skills and ability to build trusted relationships with diverse community groups.
- Entrepreneurial mindset with the ability to identify and test earned income opportunities.
- Creative and collaborative approach to developing learning resources.
- Confidence in using digital tools and platforms to support remote and hybrid learning.
- Strong organisational skills and attention to detail.
- Able to work independently and as part of a team.
- Passionate about climate action, environmental justice, and community empowerment.

## **QUALIFICATIONS**

Demonstrable experience and/or qualification in community learning and development, adult education, sustainability, social enterprise, or a related field.

## **EQUAL OPPORTUNITIES**

Highlands & Islands Climate Hub 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 highland is an essential element of working for the Hub. Further travel to national events and opportunities are required/available less frequently. This requirement can lead to occasional overnight stays. All business-related travel and accommodation costs covered by the employer. Staff are expected to access reliable public transport and/or hold a current driver's license and be willing to include business use on their insurance policy.

A PVG check will be carried out and must be passed.

All offers of employment are subject to satisfactory references first being obtained. Referees will be contacted following conditional offer of employment at interview stage.