



Green  
Action  
Trust

# RECRUITMENT PACK

Communications and Engagement Assistant

£27,300

Full-time (35hrs/week)

Fixed term contract to 31<sup>st</sup> March 2026, with possibility of extension

# 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, 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 Communications and Engagement Assistant.

Working in the Strategy Directorate, the Communications and Engagement Assistant will play a vital role in raising awareness of our work and demonstrating impact to our funders, partners and other stakeholders.

In addition to supporting the delivery of our Communications and Engagement plans, you will support the production of regular content and help to grow our digital presence. You will also help plan and organise the delivery of our stakeholder engagement plan and undertake background research into emerging policy. We are, therefore, looking for a skilled communicator with a creative flair and good planning and organisational skills to join our team.

### Key Information

#### Job Title

Communications and Engagement Assistant

#### Salary

£27,300 (ST1 Pt 1)

#### Hours

Full-time (35hrs/week). Fixed term to 31 March 2026 with possible extension, subject to funding

#### Location

Hybrid

#### Reports to

Head of Strategic Development

#### Direct Reports

None

#### Key Relationships

- Strategy Directorate
- Management Team
- Development & Project Officers
- Key partners & stakeholders







# ROLE DESCRIPTION

## Key Responsibilities

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- **Communications Planning:** Support the delivery of the communications plan for the Green Action Trust and Central Scotland Green Network (CSGN) .
- **Communications Reporting:** Support the report of communications and marketing activity.
- **Raise Awareness:** in particular of the Central Scotland Green Network (CSGN) and our role in its delivery, and consistently communicate its impact to relevant stakeholders.
- **Partner Engagement:** Support the Trust's efforts to engage and collaborate with partners and share best practice, including the preparation of relevant materials.
- **Content Creation & Management:** Develop engaging content across various platforms, including social media, websites, newsletters, and press releases.
- **Marketing Campaigns:** Support the delivery of targeted campaigns to raise awareness of our projects and initiatives, and where appropriate those of our partners.
- **Event Support:** Assist in organising and promoting events, including community engagement activities, conferences, and project launches.
- **Impact Reporting:** support the creation and publication of impact reports that demonstrate the positive change made by the Trust's and its partners' projects and programmes.
- **Research:** support the Strategy Team by undertaking background research and preparing briefs.

# CANDIDATE PROFILE



## Experience

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- Experience working in and across teams
- Experience in the use of digital communications tools
- Experience supporting the planning and execution of events, workshops and other engagement activities, desirable.
- Experience undertaking background research and producing briefing notes and presentations based on the research findings, desirable.

## Knowledge & Skills

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- Strong communication skills – both written and verbal
- Copywriting with the ability to tailor copy to different audiences and channels, desirable.
- Proficient in using digital tools such as Adobe Creative Cloud (InDesign, Photoshop, Premiere Pro, etc), Adobe Express or Canva, and PowerPoint to create digital materials, documents and presentations. Desirable.
- A good level of skill in designing and laying out digital materials such as infographics, posters and image-rich reports would be an advantage
- Working knowledge of website content management systems, e.g. Wordpress Elementor, desirable.
- Ability to work alone and in cross-functional teams
- Strong planning and project management skills, desirable.
- Able to undertake background research into relevant policy and topic areas and produce clear summaries, desirable.

## Qualifications

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- Degree or higher in a relevant field, e.g. marketing, business, design, environmental management, conservation or similar. (Desired)

# 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.”

**Tom Campbell**  
Chief Executive, 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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*I've really enjoyed my time at Green Action Trust so far, and learning about the different programmes and projects that we deliver. My work with the Trust is interesting and varied, and it's great to be part of such a welcoming team.*

*I also really value working for an organisation that makes a tangible difference to the climate and environment.*

Hannah, Communications Officer

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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 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
- 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 Ian Buchanan at:

[ian.buchanan@greenactiontrust.org](mailto:ian.buchanan@greenactiontrust.org)

## To Apply

Please provide a covering letter explaining why you are suitable and what attracts you to this role, along with an up-to-date CV (no more than two sides of A4 per document). Documents are preferred in PDF format.

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

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

**Closing Date: Thursday 19th June 2025**

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





POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

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