

Project Support Officer

Welcome from the CEO, Jo Kerr

At Verture, we help everyone, in every place, thrive as our climate changes, ensuring our programmes and partnerships have a significant impact across Scotland and beyond. As we grow, the role of Project Support Officer is crucial to our success, offering an exciting opportunity for an organised and collaborative individual to contribute to our climate adaptation work.

By joining us, you will develop skills in a learning environment with climate experts and support impactful programmes for organisations and communities facing climate challenges. If you are passionate about climate action and have strong organisational skills, we encourage you to join our team of changemakers.

We lead in climate resilience by fostering leadership, collaboration, and innovation. By delivering national programmes such as Adaptation Scotland, we shape national strategy and set best practice standards for a climate-resilient Scotland. We prioritise communities most affected by climate change, ensuring our work promotes justice and equity, while building sustainable and thriving environments.

Your role as Project Support Officer is vital for effective coordination and administration of climate initiatives. You will support our "Becoming Climate Resilient" training, aiding organisations in developing the capabilities to adapt to climate change, and assist in flagship programmes including Adaptation Scotland, Climate Ready Clyde, and Creative Climate Futures. By improving team processes, you will enhance our overall impact, contributing to a more climate resilient Scotland for everyone. I invite you to join our team of committed changemakers.

Project Support Officer

Reports to: Training Programme Manager

Location: Hybrid working model with at least 1-2 days per week in either our Edinburgh or Glasgow office. Occasional travel may be required for external meetings.

Hours: Full time (35 hours per week). Flexible and/or part-time working hours open to discussion.

Salary: £32,488 - £39,603 per annum

Contract: Permanent

Key Responsibilities

- Support the delivery of Verture's "Becoming Climate Resilient" training programme, co-delivering training, managing bookings, and participant communications.

- Assist in coordinating and delivering national, regional, and local climate resilience programmes and partnerships.
- Work collaboratively with the Business Support Manager to improve processes and ways of working across the Programmes & Partnerships team.
- Coordinate meetings and events for the Programmes & Partnerships team
- Liaise with the Head of Communications to promote training opportunities and events and deliver project communications tasks
- Help track project progress and compile reports for stakeholders

Training Programme Support

- Deliver training workshops and webinars with the Training Programme Manager and other Venture colleagues
- Manage the booking system for "Becoming Climate Resilient" training sessions
- Coordinate participant communications before and after training sessions
- Work with the Head of Communications to advertise training opportunities through various channels
- Arrange logistics for training sessions, including venue bookings, refreshments, and materials
- Support the preparation of training resources and materials
- Track participant feedback and produce evaluation reports
- Maintain accurate records of training activities and outcomes

Project Coordination

- Support the administration of climate resilience programmes at national, regional, and local levels
- Help coordinate activities and communications with project partners, including events and workshops
- Assist with scheduling and organising project meetings and events
- Prepare meeting agendas and take minutes
- Compile and distribute project documentation and reports
- Track project timelines and ensure completion of deliverables
- Support monitoring and evaluation activities

Process Improvement

- Work with the Business Support Manager to identify opportunities for improving processes and ways of working
- Help implement new systems and tools to enhance efficiency and effectiveness
- Support the development of standardised templates and procedures
- Assist in documenting best practices and lessons learned
- Propose ideas for enhancing team collaboration and effectiveness

Team Support

- Provide general administrative support to the Programmes & Partnerships team
- Help organise team meetings and events
- Support internal and external communications
- Assist with preparing presentations and reports
- Help maintain organised digital filing systems
- Support budget tracking and assist with financial administration as needed

Person Specification

Experience

- Experience in coordinating projects or supporting programme delivery, including experience in scheduling, logistics, and event planning
- Experience working in a climate organisation, charity, or similar field
- Experience using online tools such as Miro, Canva, Microsoft Office and WordPress

Skills and Abilities

- Ability to communicate and collaborate with a diverse range of stakeholders, both in writing and verbally
- Facilitation skills for delivering high quality training, events and workshops
- Enthusiasm for learning and building new skills
- Excellent organisational and administrative skills – strong attention to detail and ability to manage multiple priorities
- Ability to work collaboratively as part of a diverse team

Knowledge

- Understanding of climate change impacts and adaptation approaches
- Knowledge of administrative procedures and systems
- Commitment to equality, diversity and inclusion principles

Working at Venture

Our Way of Working

Working at Venture involves being part of a collaborative and social team, with a strong focus on employee wellbeing and opportunities to develop your own innovative ideas. Our internal culture and working style is characterised by:

- Co-design of initiatives
- Solutions and impact/outcome focused approach
- Commitment to equality, diversity and inclusion

We are committed to staff development and to identifying opportunities for career progression within our structure. We support all staff to develop and grow to their full potential.

Benefits

Here is what you can expect when you join our team:

- The opportunity to make a meaningful difference in climate resilience across Scotland
- A collaborative team environment focused on innovation and impact
- 35 days annual leave including public holidays
- Flexible working arrangements
- Company sick pay
- Death in service scheme
- Employee support services
- Pension scheme with employer contributions up to 6% of salary

Our Commitment to Equity, Diversity and Inclusion

Climate change affects everyone, but not equally. At Venture, we believe our team should reflect the diverse communities we serve. We particularly encourage applications from individuals from underrepresented groups, including working-class people, ethnic minorities, and disabled communities, as these populations are often most impacted by climate change.

We are committed to making our recruitment process accessible to all. If you require any adjustments or support during the application process, please let us know.

How to Apply

[Application instructions to be added, including:]

- **Application deadline – 8am, Monday 30th June**
- Required documents: CV, application form
- Interview process: Those shortlisted for interview will be notified by Tuesday 1st July. Interviews will take place Monday 7th to Wednesday 9th July.

For questions about this role or the application process, please contact [clientrecruitment@worknest.com].