

Edinburgh Communities Climate Action Network

PROJECT OFFICER (DIGITAL ASSETS)

Salary	£33,600 p.a. (pro-rata)
Contract duration	Fixed term until March 2026 in the first instance, subject to ongoing funding confirmation by the Scottish Government.
Hours of Work	Part-time, 20-25 hours a week flexible with some evening / weekend work (for which time off in lieu is provided).
Annual Leave	25 days paid leave plus 10 public holidays (pro rata). The office is closed over Christmas.
Pension	5% Contributory Pension Scheme.
Additional Requirements	The post holder will be subject to a Disclosure Scotland check.
Location	The ECCAN office is in the Edinburgh New Town at 14 Forth St, Edinburgh EH1 3LH Edinburgh – just off Broughton Street. This is a hybrid role and office presence is expected to be 2 days per week – currently Wednesday and Thursday.
Responsible to	ECCAN Network Lead.

Background

[Edinburgh Communities Climate Action Network](#) (ECCAN) is a network of over 160 group members and over 300 individual members. We aim to engage and empower individuals and community groups in taking meaningful action to address the climate and nature emergency, working towards a just, thriving and resilient Edinburgh. Our membership is open to any community group and individual in Edinburgh. You can [become a member here](#).

ECCAN was launched by the Scottish Communities Climate Action Network (SCCAN) in 2022 and submitted a successful funding application to the Scottish Government in Autumn 2023 to establish the Edinburgh Communities Climate Action Hub. This is part of a strategic Scotland-wide network of [regional Climate Action Hubs](#).

At ECCAN, we aim to cultivate an organisational culture that is diverse, equitable, and fosters belonging. The post holder will play a pivotal role in supporting us to achieve this vision.

The role

The role of Edinburgh Communities Climate Action Network (ECCAN) Project Officer (Digital Assets) will be to contribute towards the delivery of ECCAN's key outcomes and outputs.

The role leads on communications and public relations for ECCAN, delivering engaging online content and digital assets in line with the Communication Strategy. It supports the delivery of training programmes to strengthen organizational capacity on climate action and helps develop sub-networks by supporting in the promotion and design of events, attending activities, and collaborating with existing networks. Working closely with the Members and Events Lead, the role engages stakeholders and community groups, supports the delivery of climate action events, and helps communities access funding opportunities. It also produces literature and online content to showcase the work and impact of the Hub.

The post is fixed-term until March 2026 with ambition to continue in year 2026- 2027, subject to funding confirmation.

Main Duties and Responsibilities

Support communities and community-based organisations in Edinburgh to deliver sustainable community-led climate action projects.

- Lead on communications and public relations in line with the ECCAN Communication Strategy, including managing and creating online content across social media channels.

- Coordinate and deliver training programmes to strengthen organizations' knowledge, skills, and capacity in responding to the climate emergency.
- Design and produce engaging digital assets for social media platforms (Instagram, Facebook, LinkedIn).
- Support the growth of sub-networks by attending events, hosting online and in-person networking opportunities, and collaborating with existing climate action networks.
- Engage with diverse stakeholders and community networks to promote the benefits of community-led climate action, in partnership with the Members and Events Lead.
- Support the Members and Events Lead in planning and delivering community climate action events.
- Help groups and communities identify and access funding opportunities for climate action initiatives.
- Develop literature and digital content to showcase and communicate the work of the Hub.

Any other task as needed to fulfil the core aims of the Hub.

Skills and Qualifications

Essential

- Proven experience in creating engaging digital content for professional social media platforms.
- Proficiency in Canva or similar design software for producing high-quality digital assets.
- Experience working with third sector and community groups.
- Strong digital communication skills including Office 365

Nice To Have

- Experience in a community development role.
- Professional or personal experience in editing or producing podcasts or videos
- Background in data collection and analysis

Qualities

- A strong team player with a pro-active attitude.
- Good organisational skills.
- Good attention to detail and accurate record keeping.
- Excellent communication and interpersonal skills
- Passionate about climate change, biodiversity, climate justice and the empowerment and the power of communities.

- An agile approach to work

Qualifications

A degree in a related subject relevant to climate would be desirable however evidence of work experience in the community sector will be given equal weighting.

Equal Opportunities

ECCAN values diversity and is committed to providing equal opportunities for all staff and applicants regardless of race, gender, age, disability, religion, belief, sexual orientation, marital status or pregnancy and maternity. ECCAN makes hiring decisions based solely on experience, skills, and the needs of the charity at the time. Please tell us if you have access needs for the recruitment process.

To Apply:

Please submit: CV (max two pages) and covering letter (max two pages) outlining how you meet the job requirements to jobs@eccan.scot. If you have a link to portfolio or samples of your previous work creating digital assets, please include them in your CV or Cover Letter.

Please also complete an **Equality and Diversity Monitoring Form** via this link ([online form link](#)).

Please name the document: SURNAME – PO. Use that filename as the Subject Line of the email to help us

Deadline for applications: Friday September 19th, 5pm. We reserve the right to close applications early if we receive high volume of applications for this role.