**JOB DESCRIPTION The Southern Uplands Partnership (SUP)**, on behalf of

**Scottish Borders Climate Action Network (SBCAN)**

**Post Titles: Post 1. Project Co-ordinator / Developer**

**Post 2. Network Development Officer / Curator**

**Post 3. Communications Officer / Messenger or Narrator**

**Location:** These posts are a hybrid of home and office working. Postholders will be expected to work from the office when required. Hot desking space is available in SUP’s office at

**Studio 2, Lindean Mill, Galashiels, TD1 3PE**

but the posts will cover the whole of Scottish Borders and therefore home or partner organisation bases may be more

appropriate.

**Reports To:** Partnership Manager, Southern Uplands Partnership

**Responsible To:** SBCAN Steering Group

**Salary:** Post 1. £35k pa Post 2. £30k pa Post 3. £30k pa

**Pension contribution:** Employer contribution 8% of salary

Employee contribution 5% of salary (4% with tax relief)

**Contract Period:** Six month contract initially, with the possibility of extension, subject to funding and performance

**Contract Hours:** 37.5hours per week Monday – Friday

SUP operates a flexible working policy. Core working hours will be agreed between the postholder and project Steering Group. It is occasionally necessary to attend meetings outwith normal working hours, with advance notice (weekends and evenings, for which time off in lieu should be taken within four weeks). No overtime is payable.

**Leave:** 36days per annum and 4 public holidays (pro rata)

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| **Probationary Period:** | T Three months |
| **Notice Period:** | Minimum of one months’ notice. |
| **Travel:** | Regular and extensive travel across the region will be required. Occasional transport outwith the region may be required. Travel costs incurred in the course of work will be reimbursed monthly in arrears, currently at a rate of £0.45/mile. Public transport or car sharing is encouraged where practical. |

**Scottish Borders Climate Action Network (SBCAN)**

Climate change concerns us all, and there are many opportunities for communities to drive actions that will not only reduce our exposure to future losses and damages but also bring benefits here and now. Groups of interested people across the region have been working for some time to do what they can with projects on transport, energy, housing and food.

Many of these came together earlier in 2023 to explore how they might work better together and achieve greater impacts. At the end of the meeting, they committed to creating a ***Scottish Borders Climate Action Network (SBCAN)***. The ambition now is to reach out to and enable many more communities to act, make it easier to share ideas and experience, and ensure resources get channelled to where it matters most.

SBCAN has now been offered funding from Scottish Government to establish a *Climate Action Hub* to support the network. We are looking for committed and dynamic people, who are driven by a strong desire to make a change, to join us to realise our ambition for a thriving, green, net zero and resilient Borders that provides a secure and attractive place to live across all walks of life.

You will want to become part of this story, help shape the way forward, work with a wide range of people and groups, be creative and innovate, driven by a strong desire to make a lasting change.

The work will be collaborative, responding to local needs, innovative ideas and circumstances. The roles have been loosely defined around key deliverables, but flexibility will be important. The Scottish Borders is a large area and you will need to be willing and able to engage with all its communities.

## The post holders will work closely and collaboratively with a range of partners to ensure opportunities are shared, community views are understood and that opportunities for support and funding are not missed.

To get this initiative started, the project is being hosted by The Southern Uplands Partnership (SUP), a local development charity, with 2 years of project management experience. SUP will employ staff and manage the budget while SBCAN becomes fully established. For further information on SUP and SBCAN, visit SUP’s website [www.sup.org.uk](http://www.sup.org.uk).

## **About the Roles**

We are establishing a team of three to contribute to the delivery of SBCAN s vision and aims. The team will work to ensure liaison between the SBCAN, its members, partners, and communities in the region.

**The three roles vary slightly:**

**Post 1 - Project Co-ordinator / Developer (£35k pa):**

To co-ordinate the strategic development and delivery of the establishment phase of the Scottish Borders Climate Action Network and consolidate the proposal for the Network’s operational phase.

Responsibilities:

1. Strategic oversight and delivery of the establishment phase of SBCAN, as set out in the project document.
2. Management of two project workers.
3. Ensure excellent stakeholder liaison.
4. Lead development of programme of community events and activities and oversee delivery.
5. Lead / co-ordinate the development of organisational structures and processes.
6. Lead / co-ordinate development of the strategy and detailed plan for the Hub’s operational phase (post March 2024), including governance options, and assist in securing funding for its implementation.
7. Develop monitoring and evaluation systems.
8. Produce other progress reports as required.
9. Report to SUP on ongoing operational matters and to the Steering Group on forward planning for the Hub.

**Post 2 - Network Development Officer / Curator (£30k pa):**

To identify and map the diverse communities, organisations and individuals that engage in community action and develop proposals to strengthen their and the Network’s capacity to deliver climate action.

Responsibilities:

1. Develop network mapping (working with other mapping initiatives).
2. Assess the capacity development needs of individuals and groups (what services, in what form, topics, funding, advice or training, etc.).
3. Actively engage and develop the network, linking members with each other, where relevant and requested, identifying and signposting sources of support (advice, funding, expertise, etc),
4. Design a strategy and programme for long-term capacity development / service provision (training or awareness-raising events, learning journeys, workshops, etc).
5. Assess network’s strengths and gaps (specific communities, themes, geographical cover, etc) and propose and initiate a programme for network development (e.g. nurturing start-ups, awareness raising, capacity building, funding, etc.)
6. Contribute to the development of the strategy and detailed plan for the Hub’s operational phase (post March 2024), with special emphasis on network strengthening, development and management.

**Post 3 - Communications Officer / Messenger or Narrator (£30k pa)**:

To record and tell the network’s story, facilitate communications amongst network members and between the network, network members and the wider community and develop proposals for enhanced stakeholder communication and communities’ capacity to tell and share their stories, using multiple media, including the active creative arts community in the Borders

1. Develop a communications “gateway”, including, but not restricted to social media and websites, to promote the network’s and members’ activities, events, workshops, training and funding opportunities and enable communications between communities, organisations and the Hub.
2. Assist existing climate action groups to develop their capacity to tell their story and communicate with the communities they serve.
3. Engage with other active groups to increase their understanding of how they can engage in community climate action and develop messaging.
4. Support the organisation of project events and their promotion to maximise participation and impact.
5. Record network activity, capture “lessons learnt” and develop case studies (with support of intern).
6. Identify key players amongst the active local creative arts community and propose ways to engage them
7. Contribute to the development of the strategy and detailed plan for the Hub’s operational phase (post March 2024), with special emphasis on internal and external communications and storytelling.

**All positions** will have the following responsibilities:

* Support and facilitate SBCAN members and community organisations to develop their group or organisation, initiate new projects and build their membership.
* Support and facilitate diverse communities to create and develop their own climate action projects and become SBCAN members.
* Build the skills and capacity of members and community organisations by providing members with knowledge, practical training and tools.
* Provide knowledge, advice and support to members to enable them to respond to public consultations on behalf of their group.
* Signpost community groups to funding information and opportunities.
* Provide knowledge, advice, support and assistance to SBCAN members with funding applications and facilitating joint applications.
* Help with community needs assessments and planning processes.
* Promote the mapping of resources, skills, capacity, organisations and opportunities.
* Create a record of SBCAN activities and their impact to support the case for continuation of the hub.
* Draft and present written and verbal reports when required.
* Contribute to SBCAN financial budget planning and implementation.
* Create inclusive training and educational resources and organise and run training events.
* Support and co-ordinate the delivery of community deliberative democratic processes and events e.g. community climate assemblies.
* Assist with SBCAN campaigns and events as required.
* Represent SBCAN at relevant meetings and events.
* Operate within the framework of systems, procedures and expected standards of practice and conduct of the SBCAN model.
* Any other reasonable duties as required to contribute to the delivery of SBCAN’s vision and aims.

**You should make it clear in your application which of these posts you are most interested in**

## **About You**

## (We do not expect you to have every one of these attributes but you might want to reference those you are confident about)

You will have the following **qualities** which are **essential** to this role:

* Enthusiastic, driven by a strong desire to make a lasting change, flexible, self-motivated, approachable and resilient;
* A team player;
* Commitment to the principles of community capacity building, empowerment and development;
* Commitment to community-led climate action;
* Commitment to undertake professional learning and development to develop and maintain practice;
* Solution focused with a creative approach.

You will have **experience** and **knowledge** in the following:

* Community development and engagement experience;
* Experience of building working relationships with diverse individuals and groups;
* Experience of partnership and collaborative working;
* Experience of developing and delivering projects and group learning sessions;
* Knowledge of the challenges and inequalities faced in disengaged communities;
* Educated to degree level in a relevant subject is desirable;
* Climate change policy / science.

You will have the following **skills** and **abilities**:

* Excellent interpersonal and engagement skills;
* Ability to work with a diverse range of groups and individuals;
* Strong written and verbal communication skills including production of structured reports;
* Ability to self-manage competing demands and be highly organised;
* Good record keeping skills;
* IT skills (including Microsoft Office);
* An ability to innovate and be creative.
* Social media skills to promote engagement and maximise communications is desirable.

*No Job Description can be entirely comprehensive and the post holder will be expected to*

*carry out other duties from time to time that are commensurate with the above*

*responsibilities and determined by the SBCAN Steering Group.*

**Application Process**

To apply for one of these positions, please download and complete the Application Form from [Recruitment | Southern Uplands Partnership (sup.org.uk)](https://sup.org.uk/recruitment/)

PLEASE SPECIFY WHICH POST YOU ARE APPLYING FOR

Applications should be submitted by email to [recruitment@sup.org.uk](mailto:recruitment@sup.org.uk) by **9.00 am on 22nd September 2023**

**Interviews** will be held at Lindean Mill on the 5th October

For an informal discussion, please email Pip Tabor [piptabor@sup.org.uk](mailto:piptabor@sup.org.uk) to arrange a convenient time to discuss.