

# Job Description – Project Manager



<b>Responsible to</b>	The Fife Communities Climate Action Network board
<b>Salary</b>	Up to £41674 per annum pro rata + 6% contribution to pension scheme
<b>Hours of work</b>	Full time, 35 hours a week; including some evenings and Saturday work
<b>Place of work</b>	Hybrid working: New Volunteer House, 16 East Fergus Place, Kirkcaldy KY1 1XT a and home working
<b>Contract</b>	Fixed term to 31 March 2026, with the possibility of extension subject to continued funding
<b>Holiday</b>	34 days inclusive of public holidays, per annum pro rata
<b>Requirement</b>	The post-holder will be subject to a Disclosure Scotland check

## Background

Fife Communities Climate Action Network (FCCAN) is a network of community groups in Fife that are taking action on climate change. We are a Community Interest Company (CIC – registration number SC674589). Our aim is to empower and enable communities to create a low carbon future and promote local resilience and well-being. By working through this network, we share information, resources and knowledge whilst tackling the barriers to low carbon living in Fife. We also act as a channel of communication with Fife Council and the wider Scottish Communities Climate Action Network to whom we are affiliated.

This post will be part of a FCCAN's Fife Climate Hub team, which is funded by the Scottish Government. The Scottish Government is building a network of regional community climate action hubs. These will provide a strategic regional approach to climate change action. The network of regional hubs will support communities to take action and will drive wider behaviour change. Fife Communities Climate Action Network has been funded to run a climate action hub for Fife.

## Fife Climate Hub

Fife Climate Hub empowers community-led action on the climate crisis. We build capacity for existing

community groups working on the climate emergency and deliver stronger collaboration between them. We reach beyond the climate engagement to grow a diverse network across Fife. We provide a voice for our members to influence local and national policy. Together we are driving change and strengthening climate resilience in Fife.

Our vision is for a growing Fife-wide network of groups taking climate action to meet the needs of their communities. The Fife Climate Hub will reach new and diverse audiences, beyond the people and communities who are already engaged on climate issues. We will meet communities where they are on their climate journey and support them to take the next step.

The Hub offers training, advice, inspiration, networking, funding and signposting to places of support. We provide opportunities for networking and shared learning to create a strong climate movement across Fife to drive the change we need across all sectors.

Our values are:

- Inclusive – welcoming and supportive to a diverse and inclusive membership.
- Collaborative – working with communities, partners, stakeholders and regional and national networks.
- Empowering – supporting groups and individuals to take action to meet the needs of their communities.
- Responsive – our delivery is led by our network to meet their needs.

This is an exciting opportunity to shape the support given to community climate action within Scotland by developing a model of localised ‘grassroots’ collaborative support.

For more background information on FCCAN and Fife Climate Hub see [fccan.org.uk](https://fccan.org.uk).

### **Job purpose**

The Project Manager will ensure the Hub’s aims, objectives and outcomes are delivered on time, within scope and budget. This includes producing an action plan, guiding principles and a process for monitoring and reviewing the success of the pilot after its launch. The Project Manager will oversee the organisation with promotional events aimed at encouraging collaboration and engagement with stakeholders and partner organisations. The role also involves overseeing the development and delivery of the Hub’s communication and PR strategy and supervising staff responsible for PR and Communications.

### **Specific responsibilities**

Responsibilities include:

- Creating a detailed business plan, vision, and action plan to meet the aims of the hub, including milestones, indicators of success, monitoring plan and risk register
- Overseeing and supporting the work of the other hub staff
- Overall project and budget management
- Collaborating with internal and external partners including private, 3rd and public sector organisations, communities, and the public. This includes arranging, attending and/or presenting at meetings, workshops and stakeholder events (physical and virtual)
- Further developing the profile of the regional FCCAN network and its connections to existing local, regional, and national networks, including Fife Council and the Scottish Government
- Representing FCCAN at local, national and international groups, and lead FCCAN's participation in selected local, national and international initiatives
- Undertaking research and keeping up to date with current relevant legislation, policy and good practice for application and dissemination
- Providing content for website, blog posts and articles
- Developing systems and resources to increase climate literacy to enable 'climate change' organisations and projects to grow
- Ensuring linkages to other policies, legislation, partnership strategies and projects are maintained and managed appropriately
- Preparing written and oral reports on the outcomes of engagement events and status of the project showing progress against the agreed project plan and objectives.
- Working collaboratively with the Scottish regional Climate Action Hub Network to share resources and learning
- Developing a strategic plan for the Hub going forward and identify and apply for funding to secure continuation of the project.
- Supporting delivery of FCCAN's involvement in the Climate Action Fife project, including attending steering group meetings (OR Support delivery of FCCAN's non-project work)

### **General responsibilities**

- To promote the values of FCCAN when working in the wider Fife community and engage with the communities in a way that empowers them to adopt sustainable behaviour changes
- To comply fully with the FCCAN's ethos, policies and procedures and relevant legislation
- To work and communicate effectively with other team members
- To work constructively and effectively with partners, groups and organisations
- To provide an excellent participant experience
- To attend and contribute to FCCAN Board meetings, team meetings and training courses
- To undertake other duties in line with the job purpose

### **Equal opportunities**

We believe that equity, diversity and inclusion strengthen and enriches us, and that it is the responsibility of everyone at FCCAN to drive this value. As ethnic minority groups and disabled people are currently under-represented within FCCAN we particularly urge and welcome applications from these communities.

### **Person Specification**

You should:

- Have significant experience working with communities
- Have a good knowledge of climate change and environmental issues
- Have significant project management experience
- Have experience planning and running workshops, training and community events
- (Desirable but not essential) be educated to degree level in a subject relevant to the objectives of FCCAN and the requirements of the post

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

- Excellent attention to detail
- Ability to work autonomously and as part of a team
- Ability to supervise and motivate a small work team
- Ability to prioritise and balance your workload to meet deadlines and deliver outcomes
- Excellent communication and organisational skills

Regular travel within Fife is necessary. The postholder may also be required occasionally to travel out with Fife via public transport. Travel expenses will be reimbursed.