



## **Job Description – Climate Hub Network Facilitator**

**Salary:** £45-£50k (depending on experience)

**Length of post:** until 31<sup>st</sup> March 2027 (potential extension dependent on Scottish Government funding approval).

**Location of the role:** Hybrid working. Travel required. Hub to be determined dependent on successful applicant.

**Working hours/pattern:** Full time, flexible/alternative patterns supported. Part time working may be considered.

Role will be hosted and supported by one of the climate action hubs, who will offer line management, IT, and other support. Arrangements will be shaped around the postholder. The postholder will work with all hubs and the Scottish Government.

### **Description of the Climate Action Hubs**

The national network of 24 climate action hubs across Scotland aims to provide communities with the capacity and confidence to shape and deliver locally relevant climate action that supports Scotland's transition to a net-zero, climate-resilient future. Hubs operate as locally rooted, flexible, place-based structures that adapt their models and activities to local priorities and contexts. While the scale and structure of delivery may vary, all hubs share the overarching objectives of building local capability and motivation for climate action and supporting communities to develop and implement climate projects.

The climate hubs are run by local third sector organisations. They vary in size and scale, and employ different models of working, including partnership models.

### **Purpose and outcomes of the role:**

To work with the climate action hubs and Scottish Government to develop and take forward collaborative actions across the National Hub Network and to achieve the following strategic outcomes:

1. The Climate Hub Network is better able to share information, work together and support each other.
2. The Network is better connected, with each other, with key partners, and others to ensure that the knowledge of climate action hubs and the communities they serve is used effectively.

### **Oversight:**

The Scottish Government and the lead hub will work with the successful candidate to develop a work plan. Priorities and the work plan will be shaped by the wider climate hub network.

The post holder will be required to provide updates to the Scottish Government and the network on a regular basis. The post holder will work closely with all hubs and in particular with staff supporting national priorities.

**Climate Hub Network Facilitator priorities:**

- Development of the network: Network facilitation and relationship building across the network. This will include building in depth knowledge of the work of the individual hubs and providing coordination and connection support for the network.
- Consolidate existing and coordinate creation of resources. This will include identifying existing internal resources and those in development; assessing the benefit and application of resources across the network; building a shared resources library and skills register; identify gaps in resources and work with the hubs to fill these.
- Strengthen the network: This will include identifying common learning needs and facilitating learning and development circles; managing a mentoring programme across the hubs; and supporting the bi-annual gatherings by identifying focus and themes for the events.
- Telling the story of the network: Supporting the hubs showcase the breadth of delivery and impact of their work through case studies and promotional materials.

Mid-long term priorities may include:

- Supporting and seeking opportunities for the Network to show strategic leadership.
- Building relationships and working collaboratively with key complementary national networks and other bodies.
- Strengthening and communicating the impact and reach of the hubs and raising their profile. In doing so, the role will support the hubs to achieve improved outcomes for communities.
- Supporting the hubs to respond to national consultations and wider work to shape policy, amplifying community voices.

**Person Specification:**

Skills, Knowledge & Behaviours – Competency based and examples of how candidate meets the requirements will be sought in interview.

Ideally the post holder will have a strong understanding of working with communities, climate action, the ambition of the climate action hub programme, and experience of guiding and working with a set of individuals with shared goals but distinct priorities.

#### Strategic awareness:

1. A track record of developing and supporting relationships with the wider third sector infrastructure, the statutory and independent sector.
2. Demonstrate experience of shaping strategies and plans which help put a common vision into practice.

#### Effective decisions:

1. Demonstrate experience of efficient analysis of complex information to provide clarity for and communicate well with colleagues and stakeholders.
2. Demonstrate experience of involving the right stakeholders and partners early on when making recommendations and decisions.
3. Demonstrate the ability to interpret a wide range of information and influences to develop strategies.
4. A track record of confident decisions at a strategic level.

#### Communication and leadership:

1. Demonstrate the ability to be articulate and credible across the Hub network and with stakeholders; consistently provide engaging and meaningful messages about the Hubs and community climate action
2. A track record of negotiating with and influencing stakeholders successfully, agree mutually beneficial outcomes.

#### Partnership working:

1. Experience of creating, building and maintaining a strong network of collaborative relationships and partnerships.
2. Demonstrate the ability to work with partners assertively and constructively.

#### Knowledge and skills:

1. A track record of seeking out and facilitating introduction of innovative models, systems and approaches to deliver greater impact.
2. Extensive experience of taking a wide view, successfully achieving common goals with stakeholders who have different priorities.

#### Taking responsibility:

1. Experience of creating a culture which delivers outcomes.
2. Successfully connecting with the Hubs, taking the lead and identifying opportunities to strengthen the Network, the Hubs and to promote their work with communities across Scotland.