



Arran Community Climate Action

Project Manager – Job Description

Project Summary:

Through an overarching theme of Climate Action, this project will build on a decade of experience, community engagement and learning by Arran Eco Savvy to deliver greater island-wide impact through environmental-related activities.

Our proposed project 'Arran Community Climate Action' will consolidate previous work to bring people together and build a shared sense of community identity around climate stewardship and resilience. We will deliver a two-year programme of community-led services, events and activities designed to increase climate literacy and inspire community action across the island. The project aims are:

- To affect a shift in our community behaviour: encouraging all to make changes in their daily lives which will have positive impacts on the environment and climate.
- To build greater community awareness and resilience against the physical effects of climate change.

Contract: Fixed 2-year term from May 2026.

Part-time: 4 days per week (flexible hours.)

Job Purpose: To co-ordinate all aspects of the Project Delivery Plan, carry out monitoring & reporting services and be the main point of contact with the National Lottery grant team.

Place of work: Your main place of work will be from home and offices on Arran. You will be required to travel to other locations on the island or within Scotland. When travelling off the island, travel and incidental expenses will be reimbursed on the submission of receipts.

Responsibilities and duties will include:

GENERAL

- Manage all aspects of the Project Delivery Plan, in association with the Community Engagement and Outreach lead and the Active Travel and Arts lead
- Act as the main point of contact with the National Lottery grant team.
- Establish and coordinate the work of a Community Advisory Panel.
- Coordinate project monitoring & reporting as required.
- Manage project evaluation as required
- Oversee and manage all project communications including social media, website and print
- Support volunteers.
- Ensure a safe working environment for self, colleagues, volunteers and public by ensuring risk assessments are completed and adhered to.

PRACTICAL LEARNING OPPORTUNITIES

- In association with the Community Engagement and Outreach lead, organise and deliver 'Community Resilience' sessions - topics (tbc) inc. community led monitoring of erosion, home and garden level flood mitigation techniques and sustainable water management,
- Organise and deliver Energy Network meetings - surgeries/'ask an expert workshops'.
- Organise, facilitate and deliver Circular Economy workshops alongside the Community Engagement and Outreach lead - topics (tbc) related to the island's 'circular economy' - upcycling textiles, community clothes swaps and maintenance and fixing sessions.

INCREASED SERVICE PROVISION

- In association with the Community Engagement and Outreach lead, provide an Energy Information Service.

SUSTAINABLE SCHOOLS

- Support the delivery of the Arran Climate Detectives program as required.
- Support the delivery of Youth Climate Leadership activity as required.

ANNUAL CLIMATE FESTIVAL

- Manage the project team in the delivery of a weekend celebration of local climate action.

COMMUNITY EDUCATION

- Provide ongoing signposting opportunities to take climate action.

Qualifications and relevant experience

Essential

- 6 GCSE/National 5s or an equivalent qualification

- Demonstrable ability to engage with a diverse range of stakeholders
- Experience working in community/ charity project delivery
- Experience using a range of social media channels (facebook/ instagram/ tik tok etc), wordpress (or similar), canva and mailchimp
- Familiarity with Microsoft software, Google drive

Desirable

- Previous grant management experience including record-keeping, reporting and using accounting software such as Xero (or similar)
- SQA or a degree in a related field

Please note a PVG check may be required

Contracted hours, holiday and pension

1. The contract is a fixed term part-time contract and will end on 30th April 2028.
2. The contract will be paid at a rate of £29,523 FTE (pro rata 4 days per week) per annum in year 1 or £15.14 per hour. There will be a 4% uplift in salary in year 2 of the project.
3. Your standard hours of work will be based on 4 days per week, working hours and days to be agreed with the Board. Some flexibility around days and hours worked will be required to meet the needs of the project; some weekend work will be required.
4. Holiday entitlement is 31 days, including Scottish Bank Holidays, pro rata. The Board should be given notice of any holiday periods.
5. A period of 4 weeks' notice is required in writing.
6. Employees are automatically enrolled in the AES pension scheme.