

ECO-CONGREGATION SCOTLAND

PROGRAMME COORDINATOR JOB DESCRIPTION AND PERSON SPECIFICATION

About Eco-Congregation Scotland

Eco-Congregation Scotland was founded in 2000 as a voluntary organisation and incorporated as a company and registered charity (number SC041278) in 2010. During this time we have grown to become the largest movement of community based environment groups in Scotland.

We are an ecumenical charity working with congregations of all denominations. Our funding comes from the Scottish Government; Church of Scotland; Scottish Episcopal Church, Scottish Catholic International Aid Fund and through donations from our members.

Main purpose of the post

The post holder will support our local networks and local registered eco-congregations; encouraging them to increase their level of practical environmental activity and understanding of environmental issues.

Role description

Reporting to the Eco-Congregation Scotland Manager, the Programme Coordinator will develop and implement a detailed work plan to support existing eco-congregations, recruit new ones and support and develop our local voluntary networks. The post holder will also undertake or assist with other work associated with Eco-Congregation Scotland, as required from time to time.

Due to the seasonal nature of the work and the number of evening meetings flexible working arrangements will be required.

Travel to network meetings in evenings is required plus occasional overnight stays.

This is an additional part-time post and be based North of the Central Belt of Scotland to complement the work of our current post-holder who is based in South of Scotland.

Main responsibilities

The Programme Coordinator's main responsibilities will be to work with congregations to increase the level of their environmental activity and carbon emission reduction behaviour change.

General tasks will include:

- Building and maintaining effective working relationships with Eco-Congregation Scotland staff and with local congregations.
- Eco-Congregation Awards: providing support for potential applicants; recruiting assessors and training them; arranging assessment visits; issuing the award letters.
- Working with other Programme Co-ordinator(s) to provide support across all ECS networks in Scotland.
- Attending meetings of local networks and assisting them to function independently as volunteer led local groups.
- Organising an annual local network seminar training event.
- Contributing content for the website and newsletter.
- Promotional work including running recruitment workshops; writing articles and press releases; giving talks and assisting with the organisation of the Eco-Congregation Scotland Annual Gathering.
- Preparing and maintaining programme information, including work plan and reports.
- Monitoring and reporting progress against plans and costs.
- Preparing work reports and plans for the Manager.
- Undertaking other agreed work (in liaison with ECS manager).

Person specification

Knowledge and experience¹

Essential

- Educated to graduate level (or an equivalent level of experience).
- Experience in community education, community development, environmental education, development education or a related field.
- Good networking skills.
- Knowledge, experience and demonstrable commitment to promoting action on climate change and other environmental issues.
- Driving licence and access to a car.

Desirable

¹ Experience may be paid or voluntary, full-time or part-time, in the UK or overseas.

² Although we have a strict environmental policy on travel many of our congregations are rural and as we work with volunteers evening visits may be necessary. Payment of 45p per mile is paid for car usage.

- Experience of working with church congregations ecumenically.
- Ability to work from home, in a location close to one of our main local network areas, north of the Central Belt in Scotland

Skills and competence

Essential

- Ability to engage and build effective relationships with stakeholders and congregations quickly.
- Ability to find imaginative and practical solutions.
- Excellent written and interpersonal communication skills and ability to communicate with diverse audiences.
- Ability to handle own admin including email, databases and word processing.
- Ability to work proactively and independently.

Desirable

- Well-developed planning, and delivery skills
- Ability to work alone or as part of a team, as required
- Ability to organise and prioritise own workload
- Flexible approach, able to use own initiative

Other Information

Location :	Negotiable, Home Working Possible
Type:	Fixed term (1 Year)
Working hours:	18.75 hours per week
Salary Guide:	<p>£20,361 - £22,968 PA pro rata (SJC points 22-26) dependent on experience, plus employer's pension contribution of 5%.</p> <p>This will be an annualised hours contract for 960 hours, equivalent to 80 hours per month. Full-time Annual leave entitlement is 26 days, with 9 days public holiday - equivalent to 129 hours pro rata. The employee will be required to work flexibly with some evening and weekend working.</p>
Start Date:	4th December 2017

How to apply

Please send your CV (max 2 pages) and short covering letter to:

Gordon Hudson
Manager
Eco-Congregation Scotland
121 George Street
EDINBURGH
EH2 4YN

Or by email to: manager@ecocongregationscotland.org

Closing date for applications: 23rd October 2017

Interviews will be held in Edinburgh on Tuesday 31st October 2017