

## Job Description and Person Specification:

### Audits and Awards Officer

#### Keep Scotland Beautiful – Your charity for Scotland’s Environment

<b>Our Vision</b>	A clean, green, sustainable Scotland.
<b>Our Mission</b>	To inspire changes in behaviour to improve our environment, the quality of people’s lives, their wellbeing and the places that they care for.
<b>Our Values</b>	<p><b>We are Collaborative</b> – we believe in collaboration and the power of working in partnership with a cross section of society.</p> <p><b>We are Positive</b> – about the changes that people, communities and organisations can make.</p> <p><b>We are Ambitious</b> – and will match the environmental challenges we face with positive action.</p> <p><b>We are Innovative</b> – and ensure our work develops to meet the needs of those we aim to inspire and support.</p> <p><b>We are Influential</b> – we use our influence to support others make environmental improvements.</p>
<b>Our Way</b>	<p><b>Community engagement</b> – We support, celebrate and recognise the achievements of those taking positive action to protect and enhance our natural and built heritage.</p> <p><b>Climate Action Schools</b> – We provide education initiatives for children, young people and educators to help you understand the challenges our environment faces and to empower you to take positive action.</p> <p><b>Campaigns</b> – We raise awareness of the challenges our environment faces, gather evidence and inspire everyone to rethink behaviours and take positive action.</p> <p><b>Training, assessments and awards</b> – We support you to understand, fulfil and exceed your environmental responsibilities using bespoke training, audits and assessments. We celebrate your success with awards.</p>

**Job Title:** Audits and Awards Officer  
**Job Grading:** Level 2 - Officer  
**Location:** Stirling  
**Reporting to:** Operations Manager, Environment and place Services

## **JOB PURPOSE**

Reporting to the Operations Manager, Environment and Place Services, the Audits and Awards Officer will be part of the Environment and Place Services team and will support the efficient delivery of our environmental audit and award programmes. This includes the Local Environmental Audit and Management System, Green Key, National Award for Environmental Excellence®, Scotland's Beach Awards and Green Flag Award.

## **KEY RESPONSIBILITIES**

1. To support the implementation of various environmental audit and award programmes as agreed in the annual work plan.
2. To support the development of the environmental audit and award programmes in partnership with key stakeholders.
3. To support the organisation of forums, seminars and other events.
4. To support the promotion of the environmental audit and award programmes through the use of websites, social media and other media channels.
5. To work with the ICT team to maintain, update and develop the relevant website pages.
6. To deal with public enquiries in an efficient and timely manner.
7. To manage and develop relationships with relevant local authorities and other organisations to support the implementation of the environmental audit and award programmes.
8. To support the Operations Manager to monitor budgets, performance targets and stakeholder compliance schedules.
9. On an on-going basis, monitor, evaluate and report on the progress of initiatives.
10. To record and update information in all relevant databases.
11. To develop and maintain close communications with fellow employees to ensure the maximum flow of information, understanding and ideas.
12. To familiarise, develop and adhere to all internal policies and procedures.
13. To ensure compliance with the company's Health and Safety policy.
14. To observe the company's Equal Opportunities Policy.
15. To undertake such work as may be determined from time to time up to or on a level commensurate with the main responsibilities of the post.

**Please note:** This is not to be viewed as an exhaustive list of duties, rather, the key elements of the expected workload.

## Person Specification: Audits and Awards Officer

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> <li>SCQF Level 7 equivalent qualification or Higher National Certificate, good general education and/or relevant work experience relating to the role</li> </ul>	<ul style="list-style-type: none"> <li>Advanced Diploma – Environmental Auditing &amp; Management</li> <li>Degree in environment/sustainable development subject</li> <li>Carbon Literate</li> </ul>
Experience / Skills	<ul style="list-style-type: none"> <li>Good working knowledge of delivering large-scale projects, environmental audits, awards and initiatives</li> <li>Excellent report writing skills and attention to detail</li> <li>Ability to create, maintain and enhance working partnerships</li> <li>Experience of supporting press/media/PR activity</li> <li>Ability to manage schedules, travel and work on your own for extended periods of time</li> <li>Excellent skills in use of Microsoft Office products, primarily excel</li> </ul>	<ul style="list-style-type: none"> <li>Awareness and understanding of current social media techniques and applications</li> <li>Experience of developing marketing materials</li> <li>Understanding of current environmental issues and policies relating to beach and greenspace management</li> <li>Awareness of fundraising techniques and attracting sponsorship</li> <li>Experience of preparing and delivering training</li> <li>Experience of working on and supporting environmental community awards, campaigns and awareness raising</li> <li>Use of PowerBI</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>Please see separate Competencies document for this job grade.</li> </ul>	
Values and Attitudes	<ul style="list-style-type: none"> <li>Commitment to the aims and objectives of Keep Scotland Beautiful; combat climate change, tackle litter and waste and protect and enhance the places we love</li> <li>Values: Collaboration, Positivity, Ambition, Innovation</li> <li>Commitment to fair, inclusive, equal opportunities and healthy and safe working practices</li> <li>Able to exercise discretion in handling confidential and sensitive information</li> </ul>	
Other	<ul style="list-style-type: none"> <li>Ability to travel – Driving license required for this role</li> <li>Willingness to participate in training (where relevant)</li> <li>Able to undertake some evening and weekend commitments</li> </ul>	