

Keep Scotland Beautiful – *Your Charity for Scotland's Environment*

Our Vision	Scotland is Clean, Green and Sustainable
Our Mission	Keep Scotland Beautiful is a charity that aims to change behaviour to improve the quality of people's lives, their wellbeing and the places that they care for.
Our Values	<p>We are Collaborative – we believe progress in environmental improvements is only possible through working with a coalition of partners across communities, organisations and individuals.</p> <p>We are Positive – about the changes that individuals, organisations and communities can make and the impact that we can have on environmental issues</p> <p>We are Ambitious – for the environment and communities, we want our partners to succeed in their commitment to behaviour change and journey to net zero, we want our work to be visible in every part of the country.</p> <p>We are Innovative – we have creative responses to address the climate emergency and are able to develop new products, services and campaigns to match the needs of our partners and we aim to respond quickly to local, national and global issues.</p> <p>We are Influential – we have the expertise, evidence, credibility and knowledge to engage and lead in national debates on environmental issues.</p>
The 'KSB Way'	<p>Education and Training – we use creative and engaging programmes of learning about the environment, and associated issues, to equip individuals, organisations and communities with knowledge to make better choices</p> <p>Campaigns and Research – We raise awareness, through our Award winning national, local and issue related campaigns. We encourage the use of Citizen Science to engage key audiences</p> <p>Assessment, Audits and Awards – we use our knowledge and expertise to motivate and celebrate the achievements of individuals, organisations and their communities in taking action around environmental issues</p> <p>Community Engagement – We build the capacity of communities to be able to respond to local needs and improve places and spaces</p>

Job Title: Community Climate Officer
Location: Stirling
Reporting to: Heritage Manager

JOB PURPOSE

The **Community Climate Officer (CCO)** will support a diverse range of communities to understand the climate emergency, envision a low carbon future and develop and deliver plans to reduce their carbon emissions and foster a more sustainable community. The role will also provide capacity building support and climate emergency training as part of our wider portfolio of community and training programmes.

KEY RESPONSIBILITIES

1. In conjunction with the Heritage Manager, lead and support the preparation of project plan(s) and associated work plan and budget for the project.
2. To implement the various interventions as described in the project plan; in particular to facilitate the creation and development of community climate action plans.
3. To encourage and recruit communities/community organisations to join the programme; ensuring links with other community programmes in particular, It's Your Neighbourhood and Beautiful Scotland.
4. Facilitate a series of learning, visioning, planning and review sessions with each group and encourage maximum engagement of the wider community and important community stakeholders in the process.
5. Support communities to develop and begin delivering local climate and sustainability plans.
6. Develop and deliver climate emergency training to communities, organisations and individuals as required as part of our wider portfolio of community and training programmes.
7. Signpost communities and organisations to additional sources of learning, advice and funding.
8. Provide advice and support to groups in the implementation phase and monitor their progress.
9. Capture and share project learning with KSB colleagues and partners working on climate and place agendas.
10. Project reporting and development of proposals for further KSB work in this area.
11. Ensure sound management of all project activities and ensure that projects are delivered on time and within budget.
12. Contribute to the development of Keep Scotland Beautiful and community activities and programmes
13. Develop and maintain close communications with fellow employees to ensure the maximum flow of information, understanding and ideas.
14. Familiarise, develop and adhere to all internal policies and procedures.
15. Ensure compliance with the company's Health and Safety policy.
16. Observe the company's Equal Opportunities Policy.
17. 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.

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

Community Climate Officer

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> • Good general education (Advanced Highers /A Level equivalent e.g., SCQF Level 6) and/or relevant work experience relating to the role • Evidence of career development, especially on environment, climate change, carbon management, energy, waste. 	<ul style="list-style-type: none"> • Project management qualification • Community development qualification. • Degree in environmental/sustainable development subject • Carbon Literate.
Experience/ Skills	<ul style="list-style-type: none"> • Good understanding and awareness of climate change policy and science within Scotland, UK and internationally • Broad understanding of climate change and sustainable development issues. • Ability to create, maintain and enhance working partnerships • Experience of supporting communities, organisations and businesses on climate action and sustainable development • Experience of providing training on a range of environmental topics (climate change in particular) to different audiences • Strong facilitation and groupwork skills • Project management – planning and delivering complex projects on time and on budget • Experience of presenting complex information clearly to a range of audiences, especially for training and learning purposes • Ability to create, maintain and enhance working partnerships. 	<ul style="list-style-type: none"> • Experience of community energy, food growing, travel or waste projects. • Community planning experience. • Experience of working with regional or national networks and partners. • Climate emergency training/carbon literacy training experience • Understanding of environmental issues and policy relating to litter, plastics pollution, circular economy and local environmental quality • Press/media/PR activity to support delivery • Awareness and understanding of current social media techniques and applications
Competences	<p>Behaving ethically - Identifying and resolving own concerns and those of others, in a fair and ethical manner, whilst also striving to comply fully with legal and organisational values, standards and codes of practice.</p> <p>Teamwork - Ability to work as part of a team, motivating, influencing and supporting others.</p> <p>Customer focus - Understanding of own role and its relationship to the customer, internal and external, continuously focusing on seeking to exceed customer expectations.</p> <p>Acting confidently and taking decisions - Being assertive and unhesitating in taking the lead and accepting accountability for one's responsibilities; taking decisions and stating views confidently and succinctly, eliminating 'blame culture'.</p> <p>Effective communication - Willingness to actively listen to others, actively share information and have the ability to express oneself clearly.</p> <p>Making and meeting commitments – Executing and achieving what is promised through planning and organising priorities. Monitoring progress to ensure consistently high standards.</p> <p>Innovative and creative thinking - Ability to identify opportunities and take action to bring about improvements.</p> <p>Gaining information effectively - Proactively using knowledge to facilitate progress and/or assist problem solving</p>	
Values and Attitudes	<ul style="list-style-type: none"> • 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 • Values: Collaboration, Positivity, Ambition, Innovation • Commitment to fair, inclusive, equal opportunities and healthy and safe working practices • Able to exercise discretion in handling confidential and sensitive information 	

Person Specification



Other	<ul style="list-style-type: none">• Ability to travel with full, valid UK driving licence• Able to undertake some evening and weekend commitments• Willingness to participate in training (where relevant)• This post is subject to a satisfactory Disclosure Scotland (PVG) check
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