



Job Description

Project Officer

Reports to: Project Coordinator

Salary: Scale £24,250 - £25,950

Hours: 35 hours per week

Fixed term

Contract: Fixed term until 31st March 2024.

Location: Based at Cameron House, Forthside Way, Stirling, FK8 1QZ. It is anticipated there will be some working from home and outreach working across Forth Valley to FEL's other premises and community hubs. Outreach will mainly be in Falkirk area.

Organisational Overview:

FEL is changing our world for the better, project by project. We show people how to make everyday changes that help them, their communities and the planet thrive. Our approach is grounded and practical and our projects are built on local knowledge, delivered with our sleeves rolled up. We are a creative and influential bunch, working in a collaborative and connected way, supporting our communities and partners by generating ideas and sharing our knowledge. As an organisation, we make good things happen, and our projects are taken seriously because they deliver what they promise

Our aim is to make the environment meaningful by making it personal. We want people to believe in the power of our projects; to engage and benefit from what we do locally and to share in each project's success. Put simply; we live here too, so we know what people have and what they need.

Job Purpose:

Working as part of the FEL team, you will work closely with local stakeholders, communities and people living in the Forth Valley to support social and environmental change. We want to encourage people to live more climate friendly and healthier lifestyles, but we understand that climate change can be complicated, so we need to ensure the way we talk about it isn't. Your role will be focussed on community engagement activity in the Falkirk area, as part of delivering the Falkirk Food Futures programme & climate action engagement. This role will support both community organisations and volunteers to help more people grow their own food in Falkirk. This role will also help communities to get more actively involved in climate action.

FEL is leading on the development of a Sustainable Food Places partnership for Falkirk and Climate Action, this role will also contribute towards this work.

You will become part of a highly motivated, committed and enthusiastic team and will enjoy the benefits of joining a flexible, adaptable and ambitious workplace that puts people at the heart of everything we do.



DUTIES AND RESPONSIBILITIES

Specialist Activity

- Design, and deliver a range of activities that support people and communities to grow food, in a variety of community growing settings e.g. allotments, community gardens
- Support communities by signposting to relevant events, organisations and community support.
- Organise events throughout the project year, encouraging and supporting communities to interact and engage with the project.
- Support a programme of learning and mentoring, with community volunteers to access learning and support and to build capacity that help them to support others and community organisations grow food.
- Support community leaders to develop funding bids and develop partnerships that help them deliver their ambitions with respect to the climate agenda and community food growing agenda.
- Collaborate with the project partners, keeping them informed of progress, assisting with project communications, sharing learning and co-developing the project legacy.
- Work alongside key partners such as NHS Forth Valley, local authority, third sector interfaces and a range of third and community organisations, to improve the local food system, sustainable transport system, sharing economy that help people to Live Well Locally.
- Be responsible for data collection, report writing and monitoring and evaluation.
- Support the engagement and development of Climate action hub proposal for Forth Valley.
- Continue to develop and innovate FEL's programme of activity, using best practice to ensure it remains relevant and effective.
- Be innovative and able to develop wider initiatives that complement FEL's wider climate action agenda
- Support funding applications in support of programme delivery.
- Deal with customer care enquiries including communication by telephone, face-to-face, email, and social media.
- Be the public face of FEL across a variety of platforms (including face to face and digital).

Core Activity

- Work in partnership with other initiatives within the local community groups to promote and increase climate action, key themes include active travel, food and growing, sharing economy.
- Participate in local events and partnership events to promote FEL's wider active travel agenda.
- To promote FEL's work and encourage participation through a range of communication channels including using social media.
- Contribute to the development and upkeep of FEL physical spaces, websites, events diaries, blogs and monthly mail outs.
- To work closely with Forth Environment Link's other programmes and initiatives.
- Carry out other duties which may reasonably be required in light of the main purpose of the job.



QUALIFICATIONS

- Worked within community services/climate action/food growing (D)

KNOWLEDGE AND SKILLS

- Passion for and knowledge of environment and climate action; specifically, local food systems (cooking/growing/sourcing), cycling, walking and all forms of active travel, sharing economy (reuse, repair, share) (E)
- Demonstrate experience in community work, in particular engagement/consultation and action planning. (E)
- Experience of reporting and co-developing ideas (D)
- Demonstrate experience in seeking grant funding (D)
- Basic knowledge of Place Planning Tool, 20- minute neighbourhood framework and Sustainable Food Places (D)
- Ability to collate reports (E)
- Experience of managing volunteers (D)
- Proven ability to outreach to individuals and groups and build relationships and partnerships (E)
- Excellent verbal and written communication and interpersonal skills (E)
- Excellent organisational skills (E)
- Strong digital skills and knowledge of social media (E)
- Ability to work independently, as part of a small team and remotely (E)
- Ability to deliver outcomes within timeframes (E)
- Experience with customer service provision (E)

PERSONAL ATTRIBUTES

- Passionate about climate action
- Passionate about Food & Growing, Active Travel, Sharing Economy (reuse/repair/share)
- Passionate about community work
- Enthusiasm and commitment
- Problem solver with a hands-on approach
- Flexibility and Adaptability
- Ability to communicate and work with a variety of people
- Energetic and proactive
- Creative thinking and foresight