



## Change our world for the better. Change yours too.

### Communications & Network Officer

Fixed term to 31 March 2025 | Salary: £26,726 | 35 hours per week | Based Stirling

We will consider job share for this role

### Interested in joining us? Fantastic!

Let us tell you what we're about, what we can offer and what we're looking for.

If it sounds like you (and you like the sound of us), then tell us more about yourself: **email us your CV and attach a word document that explains why you'd like to work for us and what you can bring to the role (500 words max) we will need both by midnight 5<sup>th</sup> of November.**

But if you're not sure, talk to us anyway.

All our projects are about fulfilling potential and we feel the same about our people too. So, don't worry if you don't have everything on our wish list. Everyone brings different qualities and we just might be looking for yours.

### Who we are

We're experts in helping communities live more sustainably – making social and environmental change happen, project by project, so people and our planet can thrive.

We believe powerful change can be simple to make: small steps everyone can take to make their own lives better can help our world towards a healthier, more sustainable future too.

We make that change happen project by project. Each one we run focuses on the things that matter to those they support across our core themes of Climate, Travel, Food, People, Nature and Sharing.



But we never tell anyone what to do. We meet people where they're at. We show communities what's possible. We help them figure out what works best for them. And we give them the skills and confidence they need to make good things happen.

That's how we're changing our world for the better, project by project. It's how we help people, communities and our planet thrive.

### **What we do: Our projects**

Our projects are making change happen – showing people how to take everyday steps that help them, their communities and the planet. Whether they just need a little support or don't know where to start, we get them going and keep them moving. Our projects are inclusive, engaging, educational and fun. They let people learn, achieve and make positive change with lasting effects. Step by step. Project by project.

### **What we offer**

We treat our people like the communities we serve: we want to help them thrive. So, we offer competitive salaries, up to 35 days leave a year including Bank and Public Holidays, and an attractive pension scheme. We're family-friendly, with generous maternity pay and family leave provision, flexible working opportunities and a commitment to helping everyone achieve the work-life balance they need. We're inclusive too, promoting diversity and prioritising equality for all. We offer professional and personal training, support volunteering and provide access to counselling services. And, of course, we have a cycle to work scheme to help you travel sustainably and stay healthy.

*See the full list of staff benefits in appendix 1.0*

### **What you'll do**

As our Project Officer for Communications and Networking, you'll play a key role in building momentum around community climate action in our region. You'll lead the design and delivery of our communications strategy, overseeing all print, online and social media output to raise



awareness of the climate and nature emergency, promote the work of communities taking climate action and demonstrate the value of third sector support.

Your role will also help us build the networks we need to create a net zero future. You'll have direct responsibility for bringing people, communities and partners together to share knowledge, source funding and deliver new climate action projects. Your third key focus will be on growing our FEL membership, helping these supporters advocate effectively for climate action and amplifying the voices of their communities in pushing for change. You'll also be responsible for recruiting, retaining and supporting volunteers, and will manage 5-10 of them directly.

The role is based at our main Stirling offices but there will be potential for home working and some need to visit our hubs across the Forth Valley. You will also need to be able to work evenings and weekends from time to time.

*See the full job description in appendix 2.0*

### **What we're looking for**

We're a diverse bunch at FEL and welcome applications from people of all backgrounds. What we all have in common, though, is a commitment to changing lives and protecting the planet. So we're looking for someone with that same determination to make a difference and who shares our values too – we're grounded and practical, creative and influential, collaborative and connected.

This is a key role for us so we're looking for someone with at least three years' experience in communications and networking, particularly in writing for different media, communications planning, and website and social media management. You'll also need good knowledge and experience of the community and voluntary sectors. If you can add volunteer management and use of communications evaluation tools to that list, even better.

We'll obviously want you to be an excellent communicator and great at managing relationships, and you'll need to be well organised and a meticulous planner too. Solid IT skills including knowledge of web-based publishing platforms and Microsoft Office programs are another must,



and you'll need to be able to work flexibly, to tight deadlines and both on your own initiative and as part of a team.

Enthusiasm and commitment are essential to every role at FEL, and we're also looking for decision makers, problem solvers and creative thinkers who are energetic, pro-active and always happy to get their hands dirty – often literally!

We expect all employees and volunteers to share FEL's commitment to safeguarding and promoting the welfare of children and vulnerable adults.

*See the full person specification in appendix 3.0*

### What next?

If this sounds like you – and you like the sound of us – then please apply: **email us your CV and in a word document explain why you'd like to work for us and what you can bring to the role (500 words max). We'll need your application by midnight on 5<sup>th</sup> November.**

If you'd like to chat about the role or how your skills and experience might fit, then do get in touch: email [emily@felscotland.org](mailto:emily@felscotland.org) to arrange a time to talk.

FEL is an Equal Opportunities Employer and a Registered Charity. We promote equality, diversity and inclusion in our workplace and actively encourage applicants from all backgrounds to apply for vacancies. We are particularly keen to hear from ethnically diverse and disabled candidates, who are currently under-represented in our workforce.

## Appendix

### 1.0 Full Staff Benefits

- A competitive salary



- 20 days annual leave and 10 days paid Bank and Public holiday entitlement, to be used at individual discretion. An additional one-day annual leave is provided for each year of service, up to a maximum 5 years
- Attractive pension scheme with 5% employer contribution
- Generous Maternity Pay with company Paternity/Adoption Leave, Miscarriage, Parental Bereavement and Compassionate Leave. Maternity pay is 6 weeks full pay, 6 weeks half pay then statutory.
- A range of excellent family friendly policies, including those that promote a work life balance
- An inclusive workplace which strives for equality, diversity and inclusion for all, for example we are part of the Scottish LGBTI+ Rainbow Mark initiative.
- The potential to work in a hybrid way to support work life balance, where appropriate and meets business needs
- Flexible working hours, including support of walking meetings
- Access to personal and professional training
- A commitment to develop our workplace through quarterly team events

#### **A wide range of employee benefits available to you:**

- Access to Cycle to Work Scheme, up to the value of £1500
- Staff will be allowed up to 2 days paid leave annually, to participate in voluntary activities during working hours
- Access to counselling services to support mental health in the workplace
- Provision of quality protective clothing required for your role
- Access to professionally qualified bicycle mechanics to ensure you and your family stay cycling
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

## **2.0 Full Job Description**



### Key Role Objectives

- Directly responsible for effective design and delivery of communications, networking & training activity to communities for climate action
- Directly responsible for web, newsletter and social media content for FEL, to maximise climate action
- Directly responsible for liaising with consultants in respect to design of FEL membership, creating collective climate voice, enabling advocacy and amplification of community voice for the region.
- Increase promotion of communities delivering climate action in and out of the region, with aim of demonstrating the value of the third sector in terms of climate action
- Develop opportunities and models that enable collaborative community funding, that help communities work together on funding and delivery of fund activity and resources.

### Key Responsibilities and Duties

- Directly responsible for providing FEL & community climate action information, growing awareness of both climate and nature emergency.
- FEL newsletters, social media, web, physical assets with aim of increasing number of communities engaging with community climate action.
- Directly responsible for helping communities, individuals and partners network with each other, sharing learning and helping to grow relationships.
- Communicate effectively to a wide range of stakeholders, but in particular with communities, and unengaged communities on climate action and Just Transition.
- Help to deliver, and or organise internal and external training for communities.
- Assist FEL Development team, to support larger scale community led climate project funding, through networking and engagement activity.



- Grow FEL membership, increasing climate related connections across members both within and out with the climate network.
- Assist wider FEL team, and partners to network to with communities ensure links and resource & knowledge sharing happens
- Support the FEL communications sub group, to increase readership of social media, digital articles, drive participation in networking/learning events.
- Collect, collate and report on data from your work, as part of requirement for both funders, communities and FEL.
- Support the organizing of FEL events i.e. Away Days, Networking events etc
- Provide support to Climate Action Hub advisors and delivery partners
- Provide support in FELs' wider grant giving process
- Responsibility for recruiting and managing between 5-10 volunteers annually.
- Maintain a safe working environment ensuring your own personal safety and the safety of others.
- Act as an ambassador for the organization
- Always promote and present the organization in a positive manner.
- Ensure consistent branding across all FEL communications.
- Provide regular appraisal of project deliverables, attend project team meeting and full team meeting, preparing feedback

### ***3.0 Full Person Specification***

#### ***Qualifications***

- Three years' experience in delivering communications & networking activity.(E)

#### ***Knowledge/expertise***

- Knowledge of the Community and Voluntary sectors (E)



- Knowledge and experience of writing content for communications (E)
- Knowledge and experience of web and social platforms (E)
- Knowledge and experience of creating and managing communications plans (E)
- Knowledge and experience of climate and nature emergency (D)
- Knowledge and experience of running networking activity (E)
- Volunteer management experience (D)

### *Skills/abilities*

- Excellent interpersonal skills (E)
- Excellent verbal and written communication and interpersonal skills (E)
- Use of Microsoft Office packages: Access; Word; Excel; Publisher and Outlook (E)
- Understanding of computer software programs and excellent IT knowledge and skills including networking, databases, email etc (E)
- Proven project organisational skills, planning, strong ability to multi task (E)
- Willingness to work flexibly in response to changing organisational requirements (E)
- Able to work under own initiative and as part of a team (E)
- Able to deliver outcomes within a timeframe (E)
- An understanding of health and safety issues in the workplace (D)
- Ability to promote services using a range of tools including web-based (E)
- Experience of monitoring & evaluation and reporting (D)
- Awareness of the provisions of the General Data Protection Regulation and be able to apply these within the organisation (D)

### *Personal attributes*

- Enthusiasm and commitment (E)
- Excellent communicator (E)
- Able to make decisions (E)





- Problem solver with a hands-on approach (E)
- Flexibility (E)
- Energetic and proactive (E)
- Creative thinking and foresight (E)

**E = Essential D = Desirable**