**EAST LOTHIAN CLIMATE HUB**

**JOB DESCRIPTION: ELCAN CLIMATE HUB MANAGER**

**Post: ELCAN Climate Hub Manager**

**Hours:** Full Time (35 hours per week, occasional weekend and evening work)

**Locations:** Home Based at present

**Reports to:** Lil’s Director/CEO will provide line management. The postholder will be an employee of Lil CIC. They will also report to the ELCAN Climate Hub Steering Group who provide strategic direction.

**Salary:** £32k-36k FT gross dependent on experience

**Fixed Term:** Until 31 March 2025, subject to final budgetary approval by Scottish Government for 2024-25.

**Annual Leave:** 28 days annual leave

**Pension:** Lil operates a Contributory Pension Scheme

**Background Information**

The ELCAN Hub is a partnership project between East Lothian Climate Action Network (ELCAN) and Lower Impact Living CIC (Lil). It will serve as a dynamic facilitator and catalyst for transformative climate action and adaptation within the region. Our purpose is to cultivate a resilient and just community-driven movement that effectively addresses the challenges of climate change, building on the existing ELCAN membership of 45 organisations. Through collaboration, education, and advocacy, we aim to amplify ongoing climate initiatives, engage diverse communities, and empower individuals and groups with the knowledge and tools needed to drive positive environmental and social change. By fostering partnerships, fostering peer-to-peer learning, and championing coordinated efforts, we strive to create a cohesive network that not only responds to climate crises but also fosters sustainable development, equitable engagement, and meaningful policy influence for the betterment of both our environment and our people.

**Job Outline**

The ELCAN Climate Hub Manager will lead and manage all aspects of the ELCAN Climate Hub, overseeing the Hub team and its activities. This is an exciting opportunity for the right candidate to make a significant contribution to community-led climate action in East Lothian. It would suit an individual with a passion for climate & nature action and community development and experience in project management. Occasional travel and weekend working.

**Key Responsibilities:**

The Hub Manager will be responsible for the project management of the ELCAN Climate Hub, building and maintaining relationships with diverse stakeholders including local communities, government bodies, NGOs, and businesses across East Lothian and the Regional Hub Network across Scotland.

You will create a positive team working environment and lead the team to deliver the Hub outputs & outcomes, including financial management, monitoring and evaluation, reporting, staff appraisals and development and fundraising. You will develop and pilot an approach to demonstrating the Hub’s social and environmental impact. You will be responsible for managing the Hub budget including the Hub Seed Fund, in conjunction with the CEO, and preparing reports as required.

Priorities for the Hub, agreed with the Scottish Government for 2023/24, include:

* Understanding and mapping existing community action
* Growing the network, inspiring more people and groups to get involved in climate action.
* Supporting the development and delivery of Local Place Plans.
* Work together with other Climate Action Hubs to build connections across the national network, allowing for the wider sharing of learning and good practice.
* Increase the capacity, knowledge, skills and confidence of individuals and groups through collaboration, peer-to-peer learning, increasing climate literacy, promoting environmentally friendly practices and skills.
* Support groups to access climate change specific funding opportunities, including delivery of the Hub Seed Fund.
* Support both the implementation and ongoing development of East Lothian Council’s Climate Change Strategy and create a shared voice to influence policy for positive action for climate and community.
* Identify and gather baseline data about key monitoring criteria and evaluate and report on these.

**Person Specification**

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| **Education** | **Essential** | **Desirable** |
| Degree or equivalent qualification in Environmental Science, Sustainability, Climate Studies, Business Administration, social science or a related field. |  | **☑** |
| Certification to demonstrate formal training in project management |  | **☑** |
| Climate Literacy certification |  | **☑** |
| **Experience** |  |  |
| Previous experience in project management, including planning, execution, monitoring, and evaluation of initiatives | **☑** |  |
| Previous experience in managing community-led, climate-related projects or initiatives, demonstrating a proven track record in the field. | **☑** |  |
| Experience in third sector environment |  | **☑** |
| Experience in budget development, monitoring, and financial reporting to ensure effective resource allocation. Maximise external funding streams. | **☑** |  |
| Knowledge and experience of a climate ‘specialism’, eg community heat & power, transport, food & food waste etc |  | **☑** |
| **Skills & Attributes** |  |  |
| A self-starter, able to work independently and flexibly | **☑** |  |
| Excellent communicator with strong interpersonal skills to build and maintain relationships with stakeholders, facilitating collaboration and partnership opportunities – presentations, strategic meetings, 1:1, media. | **☑** |  |
| Ability to lead and inspire a team, fostering a positive and collaborative work environment. | **☑** |  |
| Have a genuine passion for environmental sustainability and community-led climate change action | **☑** |  |
| Strong IT skills and capacity to use applications such as Xero, MS Office applications, Canva, Zoom, Mailchimp, web editing and social media. |  | **☑** |

**Application Process:**

Interested candidates should submit a CV and a cover letter outlining their relevant experience and explaining their suitability for the position to sarahbronsdon@sccan.scot Please include “Climate Hub Manager Application” in the subject line. The deadline for applications is 15thth December 2023. The deadline may be extended at Lil & ELCANs discretion. Lil CIC is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.