



Edinburgh Communities Climate Action Network

MEMBERS SUPPORT AND EVENTS LEAD

Salary	£38,000 p.a. pro rata (£30,400 based on 28 hour week)
Contract Duration	Fixed term contract until March 2025, with possible extension based on continued funding
Hours of Work	28 hours a week flexible with some evening / weekend work (for which time off in lieu is provided). Potential for job share or compressed hours.
Annual Leave	20 days paid leave plus 8 public holidays
Pension	5% Contributory Pension Scheme.
Additional Requirements	The post holder will be subject to a Disclosure Scotland check.
Location	You will be based in member premises in the heart of the city, working closely with other agencies and colleagues across Edinburgh. Flexible hot desking is possible in various community locations as well as home working.
Responsible to	ECCAN Network Lead

Background

[Edinburgh Communities Climate Action Network](#) (ECCAN) is a network of over 72 community group members and 140 individual members. We aim to engage and empower individuals and community groups in taking meaningful action to address the climate and nature emergency, working towards a just, thriving and resilient Edinburgh. Our membership is open to any community group and individual in Edinburgh. You can [become a member here](#).

ECCAN is part of a strategic Scotland-wide network of [regional Climate Action Hubs](#), supported by SCCAN – the Scottish Communities Climate Action Network. With funding confirmed from the Scottish Government in early 2024, we are now looking to establish the Edinburgh Hub through the recruitment of key roles.

At ECCAN, we aim to cultivate an organisational culture that is diverse, equitable and fosters belonging. The post holder will play a pivotal role in supporting us to achieve this vision.

The Position

The role of ECCAN's Members Support and Events Lead is dynamic and multifaceted, serving as an important bridge between the members and the organisation. Operating within Edinburgh's four localities, this person will frequently travel and be the primary point of contact for the network's members, offering project development support and enabling groups to take forward their ideas.

This is an exciting opportunity for an individual who is passionate about community engagement to support the development of community climate action plans, climate resilience plans, or local place planning for groups, organisations, and neighbourhoods in Edinburgh.

You will be a hands-on, adaptable and approachable coordinator who can diligently curate and distribute resources, ensuring their relevance and accessibility for ECCAN's membership while also designing and administering feedback mechanisms to sustain member participation.

This will include planning and delivering in ECCAN's in person and virtual events of different scales throughout the year and building capacity of member organisations to deliver compelling climate and social justice activities of their own.

This will involve conducting outreach talks and workshops for groups, managing and collaborating effectively with volunteers, liaising with speakers and trainers, and delivering sessions on carbon literacy and other pertinent topics across Edinburgh's localities.

Main Duties and Responsibilities

- Engage with member organisations across Edinburgh's four localities (North West, North East, South West and South East); first point of contact for members
- Proactively support members to develop new community climate action projects and plans; and supports members to enhance existing climate action initiatives.
- Facilitate Community Learning Exchange (CLE) peer to peer visits, support and promote members events
- Raise awareness of Edinburgh Community Climate Funding, application processes and guidelines as well as supporting groups to access funding opportunities from relevant bodies
- Maintain a directory of shared resources, sources of support, tools, expertise and training programmes that can be accessed by and signposted to groups
- Develop community resources such as an online map of environmental and social justice initiatives across Edinburgh and an events listing platform on climate and environmental action
- Assess event outcomes and impacts, design surveys and and consult members on ECCAN activities
- Promote ECCAN membership and recruit new members to grow individual and group membership; manage and recruit new volunteers
- Organise and co-host events (such as the Edinburgh Climate Festival, climate cafes etc.), trainings, networking events, film screenings, talks, and other activities with members and interested parties to enhance communities' understanding and involvement in climate action
- Organise and deliver ECCAN training sessions and support others to do so across Edinburgh on relevant and useful topics to individuals and communities
- Organise quarterly networking events and meetups

Knowledge and Experience

Essential.

- Experience of designing, planning, organising and managing successful events; including online events and webinars.

- Experience of measuring and evaluating event outcomes
- Experience in delivering and facilitating climate and nature related training sessions on topics such as carbon literacy, climate action and community development, tailored to the needs of diverse communities and groups
- Experience of designing and implementing feedback surveys and consultation processes to gather insights from members, evaluate the effectiveness of activities, and identify areas for improvement
- Research and identify relevant training programmes, resources and opportunities, and assess their suitability and alignment with member goals
- Experience of volunteer management

Desirable

- Experience of developing thematic networks, cultivating membership of groups and communities of practice
- Experience of community climate action in a voluntary or other capacity
- Knowledge and understanding of the climate and nature crisis
- Experience of Google Workspace, Zoom and other online events platforms
- Experience of supplier management and negotiation

Skills and Abilities

- Natural networker with the ability to engage with community members effectively, build rapport, and establish trust as the first point of contact for ECCAN members across Edinburgh
- Strong written and verbal communications skills, including writing copy and marketing materials
- Ability to effectively manage a portfolio of projects.
- A team player, adaptable, responsive and effective under pressure
- Ability to take and use initiative, working independently and solving problems as they arise
- Skill to operate diplomatically and with political awareness, navigating conflict and working with others productively.

Qualifications

Relevant work experience in community engagement, membership or network management, events and training for voluntary organisations involved in community learning and development, social policy, social science, environmental protection, community planning, community-scale renewable energy or other relevant fields connected to climate action.

Applicants must have the right to work in the UK.

Equal Opportunities

ECCAN values diversity and is committed to providing equal opportunities for all staff and applicants regardless of race, gender, age, disability, religion, belief, sexual orientation, marital status or pregnancy and maternity. ECCAN makes hiring decisions based solely on experience, skills and the needs of the charity at the time. Please tell us if you have access needs for the recruitment process and we will try to meet your needs.

To apply

Please submit:

- **CV and covering letter** (max 2 pages total) outlining how you meet the job requirements to jobs@eccan.scot **by 12 midnight on Sunday 28th April.**
Please name the document: SURNAME – Members Support and Events Lead. Use that filename as the Subject Line of the email to help us keep track of applicants.
Please include any **access or accessibility requirements** as part of your cover letter.
- Please also complete an **Equality and Diversity Form** with no personal identifier and email it to jobs@eccan.scot
This will be separated from application on receipt & filed separately for E&D monitoring purposes.

We are actively seeking to recruit individuals whose background or lived experiences will bring extra depth and / or a diversity of perspectives into the ECCAN team. ECCAN is an equal opportunity organisation which aims to be family friendly. We encourage applications from under-represented sections of society, including but not limited to: people with disabilities, people of colour, trans and non-binary people, other members of the LGBTQI+ community, and women.

Interviews will be held provisionally on the week beginning **w/b 29th April 2024** in central Edinburgh or online, to suit.

Edinburgh Communities Climate Action Network (ECCAN) is a registered Scottish Charity (SC052989) regulated by the Scottish Charity Regulator (OSCR) edinburgh@eccan.scot