Scottish Communities Climate Action Network (SCCAN) CIC

Operations Support Lead

Reports to	The Board - SCCAN Community Interest Company
Salary	£37,800 pro-rata - 28 hours per week (0.8FTE)
Location	Scotland - working from home or co-working space
Hours	28 hours per week. Working hours will generally be Monday to Friday, but appointees will need to work occasional evenings / weekends.
Contract	This post is funded by the Scottish Government until the end of March 2024 with extension of funding expected
Closing Date	Friday 26 May 2023
Interview Date	Wednesday 7 June 2023

Background

SCCAN is a sociocratic organisation that works through a decentralised structure, which disperses power and gives autonomy to those implementing different aspects of our work. SCCAN is a network that supports community-led action to address the climate and nature emergency, working for a just, thriving and resilient Scotland. We have a rapidly expanding membership of around 460 organisations, plus individuals. Over the past 18 months, SCCAN has added 20 paid workers to our volunteer-led organisation. We are considering how best to develop our sociocratic structure and practice to ensure balance across our team which is now composed of paid workers and volunteers. This role is currently funded to end March 2024 with the expectation that the funding will be extended.

Job Purpose

To support the effective functioning of our General Circle[1] ensuring meetings are regular and timely, ensuring actions created in the general circle are completed, and provide day to day operational (including budget and financial management alongside HR support) support for SCCAN's staff team and work circles.

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[1] **General Circle:** *Provides overall strategic direction to SCCAN through upholding SCCAN's Vision, Mission and Aims and ensuring effective coordination of all SCCAN activities.* This circle comprises the lead links and delegates from each of the linked work circles and is the ultimate decision making body for SCCAN.

Main Responsibilities

1. To support the effective functioning of and enable the work of our General Circle
2. Facilitative support for SCCAN staff and long-term freelance contractors and all circle members within our sociocratic structure
3. Ensuring SCCAN fulfills its legal responsibilities as an employer
4. Leading on fundraising and ensuring SCCAN delivers on its obligations to funders
5. Financial planning, monitoring and oversight of the overall budget
6. Ensure regular progress reports submitted to General Circle, SCCAN Board, funders and partners
7. Lead the continuing development and oversight of in-house admin systems, infrastructure, ensure appropriate policies and procedures (incl. monitoring and evaluation) for supporting staff and circle members are in place.
8. Ensuring adherence to SCCAN's values, policies and procedures by ensuring any breaches are resolved and clearly communicated.

Skills and experience

Essential

- Facilitative leader - able to bring people together to engage in meaningful deliberation that leads to action.
- Working collaboratively within a team
- Experience of remote, online working
- Experience of facilitative leadership and the use of more formal HR processes in medium size teams including those consisting of staff, freelancers and volunteers.
- Understanding of the climate crisis and the role of networks in systems change
- Experience of Networks
- Knowledge and understanding of sociocracy
- Facilitation and mediation skills and experience
- Building and maintaining stakeholder relationships
- Financial planning,monitoring and reporting and fundraising including knowledge of working with financial management software (eg Xero, Sage One, Quickbooks)
- Knowledge of Google systems as a business tool.

Desirable
- Experience and understanding of community-led action
- Experience of fundraising
- Knowledge of Scottish Government funding and reporting requirements

For more on Scottish Communities Climate Action Network (SCCAN) see sccan.scot
If you would like to discuss this post or its requirements please contact: Susan
Lancaster, susan@sccan.scot

SCCAN 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
and other members of the LGBTQI+ community.

To apply

Your application should take the form of a single document containing:

- a covering letter (maximum ONE page) outlining the reasons you fit the
  role PLUS a CV (maximum 2 pages) including
  - an indication of your recent employment / activities with reason for
    leaving **plus**
  - the names, email and phone number of two people who have
    agreed to provide a reference [only contacted after job offer].

Please give the document filename: [**YOUR SURNAME] - Ops** with the same
document name used in the Subject line of the email - to help us keep track of
applicants.

Please do not include your date of birth or photo in any of the documents.

Send completed applications to**: operations@sccan.scot** by **5pm, Friday 26 May
2023**

The panel will shortlist on the basis of evidence provided of meeting the
required skills and experience