

# Job Description – Business Outreach Coordinator



<b>Responsible to</b>	Community Engagement Team Manager
<b>Salary</b>	In the range £27,250 to £28,250 per annum pro rata + 6% contribution to pension scheme
<b>Hours of work</b>	17.5 hours a week on a flexible basis (0.5 full-time equivalent), including some evenings and occasional Saturday work*
<b>Place of work</b>	Greener Kirkcaldy office and community locations; Greener Kirkcaldy has a hybrid working policy, allowing staff to work from a hybrid of office and home depending on the needs of each role
<b>Contract</b>	Permanent
<b>Holiday</b>	33 days inclusive of public holidays per annum pro rata initially, going up to 37 days after 5 years' service
<b>Requirement</b>	The post-holder will be subject to a Disclosure Scotland check

\* Greener Kirkcaldy operates a 'time off in lieu' policy for any work outwith office hours.

## About Greener Kirkcaldy

Greener Kirkcaldy is a community-led charity and development trust working locally to combat the climate emergency, tackle fuel poverty and food insecurity, and bring people together for a more sustainable Kirkcaldy. We deliver a range of projects, events and skills training to meet the needs and goals of local people – working towards a future where everyone can live better and tread more lightly on our planet.

This is an exciting time to join Greener Kirkcaldy. Our staff team is growing as we expand our programme of work to meet the needs of our community and tackle the twin climate and cost-of-living crises. You will also be a part of an exciting 5-year Fife-wide partnership project - Climate Action Fife, of which Greener Kirkcaldy is the lead partner.

For examples of Greener Kirkcaldy's work and partnerships see: [www.greenerkirkcaldy.org.uk](http://www.greenerkirkcaldy.org.uk), [www.cosykingdom.org.uk](http://www.cosykingdom.org.uk), [www.climateactionfife.org.uk](http://www.climateactionfife.org.uk) and [www.langtouncycles.org.uk](http://www.langtouncycles.org.uk).

## **Job purpose**

Climate Action Fife will support our local authority and public sector, businesses, third sector, communities and individuals to work together to create a greener and fairer place to live. To achieve this, it is essential that businesses and charities know where to go for advice and support. We want to help them take action to reduce their energy use and waste. We also want to support the move to a circular economy, where 'waste' is a resource.

You will work with micro and small businesses, community buildings and third sector organisations on energy efficiency, renewable energy generation and waste reduction. This will include working with local businesses to develop a zero-waste food culture, including use of 'to go boxes' and surplus food redistribution apps.

You will work closely with Business Gateway Fife, cross-referring businesses and collaborating on the programme of support. You will deliver energy-efficiency and food waste reduction campaigns to attract a wide and diverse range of businesses.

The Business Outreach Coordinator will also work with Energy Saving Trust's Business Energy Scotland service and Zero Waste Scotland's Food Waste Reduction Business Support service, making referrals for their audits and grants for capital projects.

We know there is interest in developing a Climate Friendly Business Accreditation Scheme in Fife. You will work with business networks in three towns and with the Fife Tourism Partnership, to develop and deliver the scheme.

## **Specific responsibilities**

- Provide basic advice to micro and small businesses, community buildings and third sector organisations on energy efficiency and waste reduction
- Sign-post and refer to partner organisations for expert technical and funding advice
- Develop and deliver energy-efficiency and food waste reduction campaigns to attract a wide and diverse range of businesses, working with our Communications Team
- Provide advice to the Climate Action Fife third sector partners
- Facilitate networking forum / Business Breakfast events
- Deliver webinars and learning events
- Develop resources and newsletters
- Assist with the delivery of Climate Knowhow training
- Develop and pilot Climate Friendly Business Accreditation Scheme
- Assist in the development and implementation of monitoring and evaluation systems
- Assist in the completion of programme reporting

## **General responsibilities**

- To work as part of the Greener Kirkcaldy team to promote and encourage

understanding of the climate emergency

- To promote the values of Greener Kirkcaldy when working in the local community
- To comply fully with the organisation's ethos, policies and procedures and relevant legislation
- Engage with the business community in a way that empowers them to adopt sustainable behaviour changes
- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals
- To work constructively and effectively with partners, groups and organisations.
- To provide an excellent participant experience
- To report on the success of allocated tasks
- To attend and contribute to team meetings and training courses
- To undertake other duties in line with the job purpose

## **Equal opportunities**

Greener Kirkcaldy 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. Greener Kirkcaldy 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 and meet your needs.

If you have any questions about the job or about working at Greener Kirkcaldy, please contact Ea O'Neill, Community Engagement Team Manager, on [ea@greenerkirkcaldy.org.uk](mailto:ea@greenerkirkcaldy.org.uk).

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