

Job Description - Development Worker (Community Engagement)



Greener Kirkcaldy

Responsible to	Community Engagement Team Manager
Salary	£27,086 - £28,086 per annum pro rata + 6% contribution to pension scheme
Hours of work	Full time (35 hours per week) or 0.8 full-time equivalent (28 hours per week)* on a flexible basis, including occasional evening and Saturday work
Place of work	Greener Kirkcaldy office or hybrid of office and home
Contract	Permanent
Holiday	33 days inclusive of public holidays per annum pro rata initially, going up to 37 days after 5 years' service
Requirement	The post-holder will be subject to a Disclosure Scotland check

* We would consider requests to work fewer hours, or to job-share.

Job purpose

Greener Kirkcaldy is a community-led charity working locally to bring people together, take positive action on the climate emergency and support people experiencing fuel poverty and food insecurity. We want our town to be a good place to live and work. We believe in a future where everyone has a say in what happens locally, people are working together to protect our environment and those in hardship are supported to live well.

Our team of 40 staff and 100 volunteers deliver a wide range of grant-funded projects and social enterprise (income-generating) activities. Our work is diverse and includes programmes of action on climate change, fuel poverty and food insecurity. We work in Kirkcaldy and across the region of Fife, often in partnership with other charities, public-sector organisations and social enterprises.

The current focus of this role is leading delivery of aspects of the Climate Action Fife project, which runs from 2022-2027 with support from the National Lottery Community Fund's Climate Action Fund. Alongside this, you will be responsible for

delivery of additional Greener Kirkcaldy community engagement events. Your role will involve developing and facilitating programmes of events and activities; recruiting, training and supporting volunteers; developing engagement and behaviour change campaigns along with our Communications Team; and working closely with other teams within Greener Kirkcaldy as well as local and regional partners.

You will have some experience of, and a passion for, engaging with individuals and communities about the science and impacts of the climate emergency and what they can do to live a less carbon-intensive and more environmentally-friendly lifestyle. You will have excellent organisational skills, the ability to work with a range of people and work well both in a team and using your own initiative.

Specific responsibilities

- Develop and lead activities that engage the community in positive opportunities to learn about the climate emergency and sustainable transport, waste reduction, sustainable food and 'going greener together'
- Facilitate and co-lead a range of workshops, events and training
- Develop and maintain relevant project materials
- Engage with our community in a way that empowers local people to take ownership of their learning and adopt sustainable behaviour changes
- Work with the Communications Team to promote activities and share effective messages around climate change and sustainability through press, marketing, website and social media
- Engage with a wide range of partners, groups and community organisations to promote our activities
- Attend local events and groups to represent Greener Kirkcaldy and the Climate Action Fife Project and promote our programmes of activities
- Recruit and support Climate Champion volunteers
- Contribute to the development and implementation of monitoring and evaluation systems, including tracking carbon savings as a result of our activities
- Contribute to programme reporting

General responsibilities

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues and the climate emergency
- To promote the values of Greener Kirkcaldy when working in the local community
- To work effectively with other team members (staff and volunteers) to achieve goals
- To develop good relationships with project partners
- To report on the success of allocated tasks, both verbally and in writing
- To comply fully with the organisation ethos, policies and procedures and relevant legislation
- To attend and contribute to staff and working group meetings

- To undertake other duties in line with the job purpose

Person Specification

Qualifications, skills and experience	Essential	Desirable
Experience of working in community development or environmental education	•	
Experience of planning and delivering practical activities and events around the climate emergency and/or sustainable transport, reducing waste or sustainable food	•	
Experience of developing materials for events and workshops	•	
Experience of working in partnership with others	•	
Proven ability to plan and prioritise a busy, diverse workload	•	
Excellent communication and interpersonal skills	•	
Excellent literacy, numeracy and IT skills	•	
Experience of working with and supporting volunteers		•
A relevant degree or qualification		•
Knowledge		
Knowledge and understanding of practical carbon reduction activities individuals and communities can take	•	
Understanding of the causes and impacts of climate change	•	
Knowledge of processes for monitoring, evaluation and reporting	•	
Understanding of the community and voluntary sector		•
Knowledge and understanding of carbon accounting		•
Knowledge and awareness of behaviour change approaches		•
Personal qualities		
Proactive and self-motivated	•	
Flexible and adaptable	•	
Ability to work well under pressure	•	
A willingness for continued learning and personal development	•	
Enthusiastic about engaging people to tackle the climate emergency	•	
Interest in social justice and helping people in hardship	•	
Interest in community development and engagement	•	
Additional requirements		
Ability to travel to meet the requirements of the role	•	