

## Job Description –

### Communications and PR Officer

**Responsible to** Project Manager

**Salary Up to** £32,703 per annum pro rata + 6% contribution to pension scheme

**Hours of work** 0.6 FTE, 21 hours a week; including some evenings and Saturday work

**Place of work** Hybrid working: New Volunteer House, 16 East Fergus Place, Kirkcaldy KY1 1XT and home working.

**Contract** Fixed term to 31 March 2026

**Holiday** 34 days inclusive of public holidays, per annum pro rata

**Requirement** The post-holder will be subject to a Disclosure Scotland check

#### Background

Fife Communities Climate Action Network (FCCAN) is a network of community groups in Fife that are taking action on climate change. We are a Community Interest Company (CIC – registration number SC674589). Our aim is to empower and enable communities to create a low carbon future and promote local resilience and well-being. By working through this network, we share information, resources and knowledge whilst tackling the barriers to low carbon living in Fife. We also act as a channel of communication with Fife Council and the wider Scottish Communities Climate Action Network to whom we are affiliated.

This post will be part of a FCCAN's Fife Climate Hub team, which is funded by the Scottish Government.

The Scottish Government has built a network of regional community climate action hubs. The hubs provide a strategic regional approach to climate change action. The network of regional hubs support communities to take action and will drive wider behaviour change.

Fife Communities Climate Action Network has been funded to run a climate action hub for Fife.

#### Fife Climate Hub

Fife Climate Hub empowers community-led action on the climate crisis. We build capacity for existing community groups working on the climate emergency and deliver stronger collaboration between them. We reach beyond the climate engagement to grow a diverse network across Fife.

We provide a voice for our members to influence local and national policy. Together we are driving change and strengthening climate resilience in Fife.

Our vision is for a growing Fife-wide network of groups taking climate action to meet the needs of their communities. The Fife Climate Hub will reach new and diverse audiences, beyond the people and communities who are already engaged on climate issues. We will meet communities where they are on their climate journey and support them to take the next step.

The Hub offers training, advice, inspiration, networking, funding and signposting to places of support. We provide opportunities for networking and shared learning to create a strong climate movement across Fife to drive the change we need across all sectors.

Our values are:

- Inclusive – welcoming and supportive to a diverse and inclusive membership.
- Collaborative – working with communities, partners, stakeholders and regional and national networks.
- Empowering – supporting groups and individuals to take action to meet the needs of their communities.
- Responsive – our delivery is led by our network to meet their needs.

This is an exciting opportunity to shape the support given to community climate action within Scotland by developing a model of localised ‘grassroots’ collaborative support.

For more background information on FCCAN and Fife Climate Hub see [fccan.org.uk](https://fccan.org.uk).

### **Job purpose**

The Communications and PR Officer will contribute to the delivery of the FCCAN Hub’s, aims, objectives and outcomes by working with the Hub Manager to plan and deliver its communication and PR strategy. This includes developing annual communication plans, managing website and social media channels, writing and disseminating publicity material and engaging with the public and the media. The role also involves organising engagement and promotional events and encouraging collaboration and engagement with stakeholders and partner organisations.

### **Specific responsibilities**

Responsibilities include:

- Maintain the FCCAN Hub website and social media channels to support FCCAN’s work
- Create content for the website and social media accounts
- Organise engagement and training events for a range of stakeholders and partner organisations, including private, 3rd and public sector, communities and the public
- Develop the FCCAN network and build its membership of partner organisations
- Establish and maintain effective relationships with journalists and maintain a media database
- Create and deliver training on publicity, social media, and communications
- Assist in facilitating an annual Fife Climate Festival, promoting the event and its activities and encouraging participation
- Creating fliers, presentation and publicity packs and training materials
- Collaborate with and provide support to internal and external partners

### **General responsibilities**

- To promote the values of FCCAN when working in the wider Fife community and engage with the communities in a way that empowers them to adopt sustainable behaviour changes
- To comply fully with the FCCAN's ethos, policies and procedures and relevant legislation
- To work and communicate effectively with other team members
- To work constructively and effectively with partners, groups and organisations
- To provide an excellent participant experience
- To attend and contribute to team meetings and training courses
- To undertake other duties in line with the job purpose

### **Equal opportunities**

FCCAN 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. FCCAN makes hiring decisions based solely on experience, skills and the needs of the CIC at the time. Please tell us if you have access needs for the recruitment process and we will try to meet your needs.

### **Person Specification**

You should:

- Have significant experience in developing publicity plans and materials and conducting publicity campaigns
- Have excellent skills in the use of website content management systems and social media platforms
- Be proficient in web design and graphics creation
- Have experience planning and running workshops and community events
- Have experience in creating training materials and running training events
- Have a good knowledge of climate change and environmental issues

(Desirable but not essential) be educated to degree level in a subject relevant to the objectives of FCCAN and the requirements of the post

You will have the following qualities which are essential to this role:

- Excellent attention to detail
- Ability to work autonomously and as part of a team
- Creativity
- Excellent organisational, interpersonal and communication skills
- Ability to prioritise and balance your workload to meet deadlines and deliver outcomes

Regular travel within Fife is necessary. The postholder may also be required occasionally to travel out with Fife via public transport. Travel expenses will be reimbursed.