

Job Description - Development Worker (Community Engagement)



Responsible to	Community Engagement Team Manager
Salary	£29,797 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)*
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, plus 5 additional days over the Christmas break.
Requirement	The post-holder will be subject to a Disclosure Scotland check

** Including some evening and Saturday work. Greener Kirkcaldy has a flexible working policy. We would consider requests to work fewer hours, or to job-share.*

About Greener Kirkcaldy

Greener Kirkcaldy is a community-led charity working locally to bring people together, take positive action on the climate emergency and support people through fuel poverty and food insecurity.

Based in the heart of Kirkcaldy – with a community building, training kitchen, bike shop and garden – we carry out activities across Kirkcaldy and work with partners to deliver projects across Fife.

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. That includes our staff and volunteers.

Working at Greener Kirkcaldy involves being part of a positive, collaborative and

social team. Our culture is really important to us. We promote equality, diversity and openness. We have a strong focus on staff wellbeing and development and encourage staff initiative and ideas.

We support all our staff with flexible and hybrid working, generous holidays, enhanced maternity, paternity and sick pay, lots of wellbeing, training and development opportunities (and social events!)

We want Greener Kirkcaldy to be an inclusive and diverse charity where everyone feels supported, valued and able to be themselves. We take part in Fife Centre for Equalities' Equality Pathfinders programme. We also take part in the Race Equality Environmental Programme facilitated by CEMVO Scotland. Our [Equalities Action Plan](#) sets out the steps we are taking to improve diversity and inclusion.

To achieve our vision of Kirkcaldy as a greener and fairer place to live, we need a diverse team. We encourage applications from people of any background. We know that in our sector we particularly lack staff and volunteers with Minority Ethnic backgrounds and disabled people. If you identify as Minority Ethnic and/or disabled, we are particularly interested in receiving your application.

Please contact Office Manager, Dianne Girvan, on dianne@greenerkirkcaldy.org.uk to discuss any additional support you may need to complete your application or take part in the recruitment process.

Job purpose – Development Worker (Community Engagement)

Greener Kirkcaldy is a community-led charity and social enterprise, working on a local scale to benefit people and our environment. We run a wide range of projects: tackling climate change and social injustice and bringing our community together.

The current focus of this role is leading delivery of aspects of the Climate Action Fife project, an innovative cross sector partnership, running from 2022-2027 with funding 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 and activities.

Your role will involve developing and facilitating programmes of events and activities, developing partnership opportunities across Fife and supporting partner development, training and supporting volunteers, developing engagement and behaviour change campaigns along with our Communications Team, monitoring and evaluating activities and working closely with other teams within Greener Kirkcaldy.

You will have some experience of, and a passion for, engaging with individuals and communities about the climate emergency and what they can do to live more environmentally-friendly lifestyles. 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, sustainable transport, waste reduction, sustainable food and 'going greener together'.
- Facilitate and lead a range of workshops, events and training, including our Carbon Literacy training courses, Climate Knowhow and Climate Fresk.
- Work closely with and support project partners and develop new partnership opportunities.
- 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, the Climate Action Fife Project and promote our activities.
- Train 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

- Work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues and the climate emergency.
- Promote the values of Greener Kirkcaldy when working in the local community.
- Comply fully with the organisation ethos, policies and procedures and relevant legislation.
- Attend and contribute to team meetings and training courses.
- Undertake other duties in line with the job purpose.

Person Specification – Development Worker (Community Engagement)

Qualifications, skills and experience
Excellent people and communication skills
Excellent literacy, numeracy and IT skills
Ability to engage and empower people with different skillsets and backgrounds
Organised, able to work under pressure and plan a diverse workload
Experience of delivering training, workshops, activities or events to engage or educate
Experience of developing materials for events and workshops
Ability to work in partnership with others
Knowledge
Understanding of the causes and impacts of climate change, as well as the practical carbon reduction activities individuals and communities can take
Knowledge of processes for monitoring, evaluating and reporting
Understanding of the community and voluntary sector
Personal qualities
A positive, enthusiastic and supportive attitude
Passionate about sharing your skills and knowledge with others
Proactive, self-motivated and able to use own initiative
Flexible and able to adapt according to the needs of the organisation
A willingness for continued learning and personal development
Enthusiastic about engaging people to tackle the climate emergency and/or supporting people in hardship
Able to travel within Fife to meet the requirements of the role