

Scottish Communities Climate Action Network (SCCAN) CIC Network Coordinators for Community Climate Action

Job Title	Regional Network Coordinator - West Lothian
Reports to	SCCAN Networks Manager
Salary	£28,000 pro rata (full time = 35 hours)
Location	West Lothian- Working from home or possibly a local office
Hours	21 hours per week until the end of March 2023. Working hours will generally be Monday to Friday, but appointees will need to work occasional evenings / weekends.
Contract	This activity is funded by the Scottish Government until the end of March 2023 and we anticipate a funding extension to make this a 12 month post.
Closing Date	9am Thursday 28th July
Interview Date	Thursday 4th August

Background

Following the UN COP26 in Glasgow the Scottish Government invited SCCAN to support the development of **regional community climate action networks**. These will be well connected with the wider third sector and with the public sector in their areas so as to support the emerging network of regional community climate action hubs.

The regional **Network Coordinators** will be recruited by SCCAN in collaboration with local member organisations. They will be supported by Gill Davies, SCCAN's Regional Networks Manager who will oversee the launch and development of this programme and will provide coordination and support for the regional **Network Coordinators**.

Job Purpose

The regional **Network Coordinators** are responsible for supporting the development and ongoing coordination of their regional **Community Climate Action Network**.

This will include working with local community led organisations to provide ongoing support to civil society / third sector / community led groups - ensuring structures and processes for peer support and sharing of experience and learning between groups are established.

Where appropriate, **Coordinators** will explore options to bid for Scottish Government funding to become a regional Climate Action Hub.

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Main Responsibilities

1. Working closely with local organisations, networks and individuals who are already engaged with climate change
2. Reaching out to groups and individuals who are not yet engaged with climate change, and helping to reduce barriers to engagement; recognising that climate and social justice are intimately connected.
3. Organise regular meetings and support the development of a healthy and collaborative group culture within the network
4. Map community activity / networking efforts in their region and establish contact with groups that could play a role in co-creating and determining the extent of the network
5. Identify and invite participation of appropriate organisations to collaborate and assist groups to define the boundaries of their regional community climate action network
6. Connect these organisations with relevant Scottish networks and ensure sharing of learning and experience within and between the regional networks.
7. Ensure that the regional network members gain access to SCCAN activities, events, training etc. and the [Community Learning Exchange programme](#)
8. Search out and signpost relevant stories to SCCAN Story Weavers
9. Communicate needs of regional network members to relevant SCCAN circles / working groups and help to create and manage appropriate support services for their community climate action network members
10. Identify opportunities for regional training sessions on relevant topics to meet their local members' needs
11. Participate as appropriate in SCCAN circles / working groups and contribute to the development of appropriate toolkits and training materials
12. Encourage network members to join SCCAN and participate in SCCAN activities
13. Encourage networks to plan forward, potentially towards incorporation to allow them to bid for funding as appropriate, assist in bid writing.

Knowledge, Skills and Experience Required: E = Essential / D = Desirable

- E Experience of network development - developing and maintaining existing networks
- E Project management experience with skills and experience in community development
- E Experience of hosting and facilitating meetings and public engagement events
- E Knowledge of community project funding and experience of applying for funding
- E Great team player with excellent communication and organisational skills
- E Professional manner, well-developed interpersonal skills, including listening skills and experience of using own initiative in supporting others
- E Undergraduate or Postgraduate qualification in Community Studies, Environment or Climate-related subjects or other relevant field - or equivalent work experience
- E High level of personal initiative and ability to work proactively and autonomously.
- E Ability to travel within your region

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- D Well developed personal network of community groups within the region already
 - D Experience of empowering people and supporting them
 - D Experience of community led climate action projects and initiatives
 - D Experience of sociocratic governance and processes [see <https://bit.ly/sociocracy101>]
 - D Budget / financial management experience
 - D Substantial knowledge and understanding of the complexities of climate change.
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For more on SCCAN see <https://scottishcommunitiescan.org.uk/about-us/how-we-work/>

If you would like to discuss this post or its requirements please contact:
Gill Davies, SCCAN Networks Manager, gill@scottishcommunitiescan.org.uk

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, other members of the LGBTQI+ community, and women.

To apply please email gill@scottishcommunitiescan.org.uk.

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 interview].

Please give the document filename: **YOURSURNAME - West Lothian** 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.

The panel will shortlist on the basis of evidence provided of meeting the Essential criteria with secondary weight given to Desirable criteria.