

<b>Role:</b> Climate and Environment Officer	<b>Region / Department:</b> Conservation & Policy
<b>Reports to:</b> Environment & Climate Change Manager	<b>Pay Band:</b> Grade 4 Upper, £36,469 - £40,342 pro-rata, per annum
<b>Location:</b> Flexible in Scotland – including hybrid working from home and Trust offices	<b>Type of Contract:</b> Permanent, Full Time
<b>COST CENTRE 2001</b>  <i>Please note this must be provided in order for the People Team to correctly allocate this role to the relevant cost centre. This is not done via the new start form, but this job description.</i>	<b>ACTIVITY CODE (e.g.: VSZ):</b>  <i>This is to allow the system (COREHR) to allocate the salary to the correct centre.</i>

## The National Trust for Scotland

The National Trust for Scotland is an independent charity set up in 1931 for the preservation and conservation of natural and human heritage significant to Scotland and the world. The Trust has gone on to become Scotland's largest membership organisation and a leader in conserving and promoting the nation's treasured places and collections so they can be enjoyed by present and future generations. The Trust's new 10 Year Strategy: *Nature, Beauty and Heritage for Everyone* has recently been launched with a strong focus on caring for Scotland's special places and the environment through best practice in conservation.

Visit: <https://www.nts.org.uk/our-work/our-strategy>

## Environment & Sustainability

The protection of Scotland's natural and cultural heritage, its flora and fauna, and its landscapes and buildings is a core purpose of the National Trust for Scotland, driving activities across the organisation, and informing its identity as a charity, as well as the identity of Scotland and its people. All of these elements are fundamentally threatened by the impacts of climate change. As such, action in response to climate change is a central concern for the National Trust for Scotland. The Trust also has to do its part in reducing its environmental footprint, using less resources, and becoming more sustainable in all of its operations.

This has been recognised for a number of years by the Trust and work has been taken forward including development of a Climate Change Action Plan, an adaptation assessment, renewable energy initiatives, climate risk modelling and energy reduction strategies. The Trust is now at an important point in its ambitions, with a new strategy in place, a stretching carbon reduction target, and a commitment to greater sustainability.

The Trust is now well placed to bring a renewed, dedicated focus to the challenges associated with climate change and environmental performance. This new post will act as a focal point for better environmental management, including data collection and analysis, ensuring compliance requirements are met, and achieving better carbon management.

## JOB PURPOSE

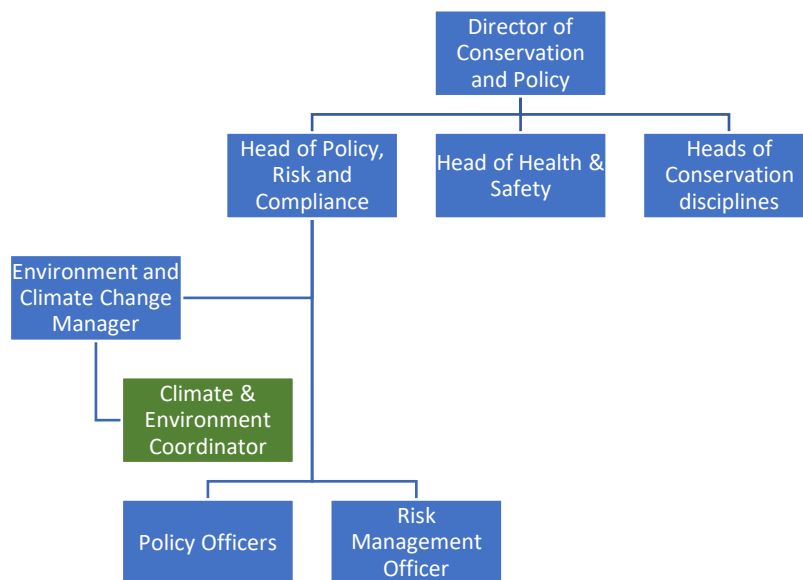
This job exists to support the Environment and Climate Change Manager, helping coordinate the National Trust for Scotland's climate change and environmental management activities, and the delivery and mainstreaming of the Trust's environmental objectives.

They will liaise with staff across the organisation to improve compliance with all relevant legislation and support in rolling out a new Climate and Environment Policy and new Climate and Environment Action Plan.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Data collection, analysis and reporting to inform the Trust's environmental management
2. Provide advice to property staff on request and through production of briefings and contributions to project development
3. Support the development of climate change and environment related policy, standards and guidance.
4. Support the delivery of new staff climate change awareness training
5. Support the development of a new Green Champions Network
6. Procure specialist advice and research into heritage related climate change adaptation.
7. The post holder will support the development of systems for the ongoing collection of information to achieve systematic reporting for environmental indicators.
8. Help develop and report on performance measures, track progress with compliance, and the implementation of targets within plans and strategies – in particular the new Climate and Environment Action Plan
9. Supporting the running of the Trust's internal Climate and Environment Group
10. Contribute to the wider work of the department and the Trust as required

## ORGANOGRAM FOR CLIMATE & ENVIRONMENT COORDINATOR ROLE



## REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

### Qualifications

#### Essential

- Degree or equivalent qualification in environment, environmental management, carbon management, environment policy or a heritage related discipline.
- Full driving licence (the post will require travel to NTS sites across Scotland)

#### Desirable

- Post Graduate qualification in environmental management or heritage discipline

## Experience

### Essential

- At least three years' experience of working in environmental management
- Demonstrable experience of:
  - Data collection, analysis and reporting for internal audiences
  - Report writing and presentations
  - Supporting environmental performance management
  - Coordinating and managing input across a range of disciplines in a large or complex organisation
  - Scottish and UK climate change regulation, policy and plans
  - Working in a complex, multi-site organisation
  - Producing policies and policy-related materials
  - Working with multiple stakeholders.
  - Working with Microsoft Office, particularly Outlook, SharePoint, Power Point, Teams, Word and Excel.

### Desirable

- Experience of working for a charity
- Developing climate change adaptation plans and guidance
- Experience of climate change adaptation in buildings, and in infrastructure
- Experience of scoping and overseeing the installation of renewable energy infrastructure
- Knowledge and experience of climate change advice and information networks
- Knowledge and experience of natural or cultural heritage organisations

## DIMENSIONS AND SCOPE OF JOB

### Scale

This role is a key element in the Trust's climate and environment ambitions, supporting the Environment and Climate Change Manager, and providing a focal point for data collection, analysis, and performance measurement.

### People Management

This role has no direct reports or line management responsibility.

### Tools / equipment / systems

You will be expected to use Microsoft 365 applications on Windows, including Word, Excel, SharePoint and PowerPoint.

**The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.**

### Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by Sunday 22nd September 2024

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"