

Galloway Carbon Action Project (GCAP)

Job Description

Community Engagement Local Area Co-ordinators (3)

Status

Full Time Temporary Posts

Duration

January 2010 — 31 March 2011

Main Purpose

To progress carbon reduction projects in either Dalbeattie, Creetown or Gatehouse of Fleet. This will involve a high degree of interaction with local communities and networking with the other member organisations of GCAP.

Background

GCAP has recently been awarded funding to advance carbon reduction activities in 3 communities, Dalbeattie, Creetown and Gatehouse of Fleet. Each community requires a fulltime Local Co-ordinator for the duration of the project.

GCAP involves a range of projects including improving the energy efficiency of local houses, developing low carbon food initiatives, and transport and waste projects. It will be the Local Area Co-ordinators role to investigate and progress these projects. As part of the GCAP network, liaison between the communities will be important, ensuring the sharing of information and best practice.

The Local Area Co-ordinator's will be expected to participate in a challenging range of communication and networking activities to ensure that their community's projects and carbon reduction activities are successful and that other groups benefit from the expertise built up in Galloway.

Tasks

To engage with all members of the community as required to achieve the goals of GCAP.

Local Area Co-ordinators will be required to:

- Represent the GCAP within their respective communities;
- Develop and implement local projects for carbon reduction potential – (appropriate training will be given);
- Progress and manage local carbon reduction projects – managing a wide range of information sources, contractors, and local resident input;
- Engage in networking and liaison with all other GCAP members and in potential subgroups on certain project types (e.g. community allotments);
- Ensure high standards of governance in all project and financial transactions;
- Prepare quarterly reports on relevant GCAP projects and community issues and submit to local managers; and

- Assist in the development of quarterly financial forecasts in liaison with the local manager to ensure adequate funding allocation per quarter.

Reporting to a designated local manager within either

Dalbeattie Community Initiative

Creetown Initiative

Gatehouse Development Initiative

Skills and Qualifications required

No specific educational or professional qualifications are required. Candidates must be able to demonstrate a commitment to climate change issues, experience of working with communities, and the ability to manage funded projects.

Additional Essential Qualities

- Effective verbal communication, comfortable with speaking to groups, making presentations
- Positive and friendly approach to clients, directors and colleagues
- Familiarity with Microsoft Word, Excel and Outlook Express
- Ability to prioritise, plan and organise work on own initiative
- Enthusiastic, with a commitment to providing a high quality service
- Educated to good general standard
- A local knowledge of either Dalbeattie, Gatehouse of Fleet or Creetown communities
- Ability to work weekends and evenings

Desirable Qualities

- Have good understanding and possibly experience in energy conservation or renewable energy
- Previous experience of working within communities or the voluntary sector
- Experience of project fundraising
- Self motivated and able to work under Direction of the local manager
- Interest in the integrated development of a remote rural community

Salary Scale - £18,000 - £20,000 depending on experience

Hours per week - 37.5

Location of employment

Local Area Co-ordinators will be provided with office space in the community, and will be expected to be working closely with the local community.

Application submissions

By email to j.mcquarrie@carboncentre.org

Closing Date

Applications for the posts are to be submitted by 5pm on Monday the 21 December 2009.

December 2009