

Senior Administrator

The North East Scotland Climate Action Network (NESCAN) Hub is a regional community climate action hub, and charity registered in Scotland, covering Aberdeen and Aberdeenshire. Our vision is to contribute to the creation of a flourishing, connected and sustainable North East Scotland through the provision of dedicated support for community led climate action.

An exciting opportunity has arisen for a senior administrator, who will play a pivotal role in supporting the day-to-day operations of the charity. This role encompasses a broad range of administrative, organisational, and operational tasks, all aimed at ensuring the smooth running of the office, providing vital support to senior management, and coordinating activities across various teams. As part of a dynamic, values-driven network and organisation, focused on tackling climate change in North East Scotland, this is an excellent opportunity for someone with strong organisational skills, a keen eye for detail, and a proactive approach to office management. The Senior Administrator will contribute significantly to advancing NESCAN Hub's mission of fostering community-led action to address climate change and promote sustainability.

For further information on NESCAN please visit our website www.nescan.org

Job title:	Senior Administrator
Salary:	From £25,000 to £26,500 per year per annum (depending on experience) per annum plus 5% pension contribution.
Location:	Based in Aberdeen Office (with some flexibility for remote working for the right applicant)
Hours:	Full-time (37.5 hours per week), with a minimum of 3 'in office' days per week.
Contract:	Fixed term contract until March 2027 (with potential of extension)
Reports to:	Systems and Resources Lead
Closing Date:	Midnight, Sunday 19 April 2026
Interviews	Wednesday 29 th and Thursday 30 th April

**Candidates must have the right to work in the United Kingdom.
Nescan Hub is unable to provide visa sponsorship.**



Application

Please see the full job description and apply via our website www.nescan.org

If you have any questions regarding this post, please contact Arshia Khatir, Systems and Resources Lead, arshia@nescan.org.

The closing date for applications is Midnight, Sunday 19th April 2026 and interviews will take place in person on either Wednesday 29 April and Thursday 30 April 2026.

