

Job Title: **Community Events & Training Officer**

Salary: £33,400 per annum FTE
Location: Aberdeen City base with hybrid working
Working Hours: Full time (37.5 hours per week but open to part time working)
Job Type: Fixed term maternity cover from 24th August 2026 until 27th
Reports to: Community Development Lead
Closing Date: Midnight, Sunday 31st May 2026
Interview Date: 10th & 11th June 2026

We require all applicants to have the legal right to live and work in the UK.

This is a fixed-term maternity cover position for up to 12 months. The exact duration of the contract will depend on the return date of the substantive post holder, which may be earlier or later than anticipated.

About the NESCAN Hub

The North East Scotland Climate Action Network (NESCAN) Hub is the 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.

Our aims:

- To support and develop diverse community-led climate action throughout Aberdeen City and Aberdeenshire.
- To support diverse communities to be a part of a just transition to a sustainable North East Scotland, contributing to local, regional and national policy setting and decision making.

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

Role Overview

The Community Events & Training Officer role supports community led climate and biodiversity action across Aberdeen and Aberdeenshire through events and community development. This role empowers communities to take climate action and to lead and participate in inclusive climate and biodiversity events. The

programme includes flagship public events like Climate Week North East (CWNE) and Envirolution, as well as smaller and member-focused events.

Although event and training focused, this role is embedded within the community development team and includes broader support for increasing community climate action. Working closely with Community Development Officers (CDOs) and local groups, the postholder will co-create events and be involved with activities that foster grassroots climate resilience, participation, and collaboration. A significant responsibility is leading the design, delivery, and ongoing development of NESCAN Hub's regional Carbon Literacy course, engaging both community groups and professional audiences.

This is a hands on role requiring strong organisational and communication skills, experience in event management, and a proactive, community first mindset. It plays a vital part in expanding climate know how, boosting participation, and strengthening the visibility and impact of NESCAN Hub and the wider network. The postholder will work across the organisation to ensure events inspire action, build capacity, and advance NESCAN's strategic goals.

The post holder will be expected to maintain and develop existing programmes (including CWNE, Envirolution, and Carbon Literacy delivery) and create and deliver new training products. For the duration of this maternity cover, a particular emphasis will be placed on developing and embedding sustainable income streams through events, training, and partnerships.

A structured handover will be provided by the current post holder prior to commencement, including access to event plans, relationships, timelines, and systems.

Key Responsibilities

Community Support & Capacity Building

- Design and deliver inclusive, accessible events and training tailored to diverse community needs.
- Support community groups in planning and delivering events aligned with their interests and goals.
- Collaborate with Community Development Officers to strengthen local climate action through events and training.

- Facilitate peer learning, thematic workshops, and networking opportunities that foster collaboration and build community capacity.
- Assist NESCAN members and community organisations to develop their organisation, initiate inclusive projects and grow their membership.
- Produce reports and case studies showcasing NESCAN Hub's impact.

Event Planning & Delivery

- Lead the planning, logistics, facilitation, and evaluation of key events.
- Co-create and deliver local events with communities and CDOs.
- Coordinate speakers, provide technical support, and manage event promotion, registration, and follow-up.
- Monitor the regional event calendar to avoid clashes and identify opportunities.
- Maintain and improve event planning systems, toolkits, and checklists for consistency and scalability.
- Serve as lead facilitator for the North East Scotland Carbon Literacy course.
- Oversee inventory and maintenance of event equipment year round.

Fundraising & Income Generation

- Lead the coordination and delivery of paid Carbon Literacy training, supporting organisations and professionals across the region to build climate understanding and capacity for action.
- Contribute to the development and refinement of commercial training offers, working with colleagues to respond to demand, while ensuring alignment with NESCAN Hub's values and mission.
- Contribute to sponsorship proposals, funding bids, and partnership development linked to events and training activity.
- Support light touch monitoring and reflection on paid training delivery, helping inform learning and continuous improvement across the programme.

Internal Collaboration & Support

- Align events with local and regional climate priorities in collaboration with the team.
- Work with the Community Development Lead to ensure strategic coherence with NESCAN Hub's goals.
- Participate in team planning and contribute insights from the events programme.
- Support broader Hub activities and communications as needed.

Person Specification

Qualifications, Knowledge & Experience

Essential:

- Relevant degree or equivalent professional experience.
- Proven track record in planning and delivering events of various scales.
- Experience in delivering or coordinating training or educational programmes.
- Strong background in community development, ideally within climate, sustainability, or social justice sectors.
- Clean driving licence and access to a vehicle.
- Experience in risk assessment and safeguarding procedures for events and activities.
- Skilled in event evaluation and reporting.
- Proficient in Office 365, video conferencing tools, Canva, and other relevant platforms.

Desirable:

- Understanding of climate change, climate literacy, and just transition.
- Accredited Carbon Literacy Trainer (or willingness to become certified).
- Familiarity with the community and voluntary sector in North East Scotland.
- Knowledge of co-design, inclusive engagement, and participatory methods.
- Experience in event promotion, social media, or working with PR/communications teams.
- Involvement in sponsorship, fundraising, or income-generating initiatives.

- Qualification in Community Learning and Development or a related field.

Key Skills & Attributes

Essential:

- Highly organised with excellent attention to detail and ability to manage multiple priorities.
- Strong logistical, time management, and communication skills.
- Confident public speaker and effective organisational representative.
- Self-motivated, proactive, and capable of independent decision making.
- Collaborative team player with strong interpersonal skills.
- Committed to the organisation's values, demonstrating empathy and inclusivity.
- Reliable, flexible, and accountable in task ownership.
- Willingness to work occasional evenings and weekends.
- Positive, solutions focused mindset with a drive for continuous improvement.

Desirable:

- Creative approach to event design and participant engagement.
- Adaptable to changing needs and environments.

Additional Information:

Working Hours: Full time (37.5 hours per week but open to part time working) with a minimum of 1-2 'in office' days per week.

Benefits: 5% Pension contributions, 35 days annual leave, professional development opportunities, employee assistance programme, flexible working arrangements.

Reports to: Community Development Lead