



EAST LOTHIAN CLIMATE ACTION NETWORK

ROLE DESCRIPTION: STEERING GROUP MEMBER

Roles:	Up to five new members to serve on the ELCAN Steering Group
Hours:	About a day a month, on average, including some evening meetings and weekend events.
Locations:	Generally, in East Lothian
Salary:	Reasonable expenses only: the post is voluntary.
Term:	We want members to participate for three years.

Background Information

East Lothian Climate Action Network (ELCAN) is one of twenty regional Scottish community-based climate action networks, working with the Scottish Government to develop climate action across the country. ELCAN is a membership organisation, drawn from community volunteer groups, charities and other organisations, including climate-orientated businesses, in East Lothian. The Network operates according to its Mission Statement and Manifesto (attached). ELCAN is potentially moving towards formal constitution but currently is an unconstituted body. Many of ELCAN's objectives are delivered by the ELCAN Hub which currently receives most of its funding from the Scottish Government. The Hub is hosted by Lil CIC (Lower Impact Living) on behalf of ELCAN: Lil receives funding and manages day to day core functions of HR, finance, policy and governance.

The Steering Group

The Steering Group, in some cases together with the ELCAN's grant holder Lil CIC, will have the following functions and duties:

1. Leading the development and continuation of ELCAN and the Hub, including via fundraising.
2. Supporting the governance and financial management of ELCAN activities.
3. Providing leadership and strategic guidance to the Hub and Network.
4. Representing ELCAN at county and country level when required.
5. Providing climate action leadership, especially in East Lothian, from individual level, up to Scottish Government.
6. Convening meetings, linking organisations, promoting the Hub's activities.
7. Advocating for community-based climate action.
8. Connecting ELCAN with other related organisations.

Role Outline

The role comprises: attendance at meetings; supporting Hub staff at events and through advice; advocating for and supporting climate action. Providing or recruiting specialist or professional knowledge/skills e.g. fundraising, for the benefit of the Hub and Network. Where you have specialist knowledge e.g. fundraising, or knowledge relevant to one of the Hub's themes (currently Energy, Biodiversity, Food, and Circular Economy, with a view to expand to include other themes such as Adaptation and Transport) you would be invited to use that to the benefit of the Hub and Network.



Typically, the Steering Group meets in person quarterly and online for the intervening two months. The Hub curates numerous events throughout East Lothian and dropping in to these is a great way to support the Network while learning about what it does, staying in touch with the membership and understanding its priorities. An enthusiasm for climate action is essential.

Next steps for ELCAN may include constituting as a charitable body so experience in this field is welcome.

Further information about ELCAN and the Climate Hub can be found at www.eastlothianclimatehub.org

Person Specification

Education	Essential	Desirable
Climate Literacy certification		<input checked="" type="checkbox"/>
Experience		
Previous experience in third sector activity		<input checked="" type="checkbox"/>
Experience in fundraising & income generation		<input checked="" type="checkbox"/>
Experience in transitioning to constituted status		<input checked="" type="checkbox"/>
Climate change action experience		<input checked="" type="checkbox"/>
Community empowerment		<input checked="" type="checkbox"/>
Skills & Attributes		
Able to make the required time & duration commitment	<input checked="" type="checkbox"/>	
Good communication skills, including listening, and a team player	<input checked="" type="checkbox"/>	
Resident in East Lothian		<input checked="" type="checkbox"/>
Specialist skills or contacts that would help further the Hub's activities		<input checked="" type="checkbox"/>
General		
A commitment to the values and principles contained in the ELCAN Mission Statement and Manifesto	<input checked="" type="checkbox"/>	

Application Process:

Interested candidates should in the first instance submit a brief CV and a thorough cover letter, perhaps accompanied by a video if you wish, outlining their relevant experience and explaining their suitability for the position to elcanchair@eastlothianclimatehub.org by 5pm 9 December 2024. ELCAN is an equal opportunity organisation. We encourage applications from candidates of all backgrounds and experiences.

Next steps:

Applicants who pass an initial screening against the above specification by an ELCAN panel will have their anonymised material distributed to the member organisations, after which an online secret ballot will take place to select the new members, with the outcome announced by 13 January 2025.



East Lothian Climate Action Network

Mission Statement

To connect and encourage mutual support between all community-led groups, organisations and businesses in East Lothian that share the values embodied in our Manifesto and are working to achieve positive climate action and just and resilient communities based on wellbeing, nature or environmental goals. To represent members at a regional and national level to raise awareness of the climate, biodiversity and nature emergencies and exert influence on policy makers and businesses

Manifesto

We will:

1. Identify areas of commonality and nurture collaborative working
2. Share examples of successful local projects and collaborations
3. Create and promote opportunities for information and skill-sharing
4. Create networking opportunities on positive climate action, nature and environmental goals
5. Promote environmentally friendly practices and skills
6. Invite and learn from regional, national and international experts
7. Support the implementation of East Lothian Council's Climate Change Strategy and work with ELC and others to ensure more ambitious goals and plans
8. Advocate for improved awareness and education on the climate emergency
9. Reach out to groups and individuals who are not yet engaged with climate change, and help to reduce barriers to engagement; recognising that climate and social justice are intimately connected
10. Work towards a just, sustainable and resilient future for our communities.

Membership

Membership is open to representatives of community-based groups and other community-led organisations and businesses, not currently for individuals. Membership does not confer any accredited status

Membership of ELCAN will enable you to:

- Access funding opportunities and support delivered via the Hub
- Access our Members' Directory to connect with other groups and organisations in East Lothian for peer-to-peer support
- Collaborate on designing and implementing climate action and related initiatives
- Participate in ELCAN working groups, meetings and other networking events
- Highlight your work and experience in East Lothian on the climate emergency and related issues, and to

To become a member or discuss any aspect of our work contact our Hub Team by email at hello@eastlothianclimatehub.org