**Job Description: Communications Officer**

**Post: East Lothian Climate Hub Communications Officer**

**Hours:** Part Time, 0.6 FTE (compassionately flexible working hours with occasional weekend and evening work), with possibility to increase hours if additional funding is secured, if mutually desired and agreed

**Locations:** Hybrid; office currently at Fraser Centre, Tranent (usually 1 day/week), otherwise home-based with some travel

**Reports to:** East Lothian Climate Hub Manager

**Salary:** £30,235 pro rata (£18,141 at 0.6 FTE)

**Fixed Term:** Until 31 March 2026. Extension possible; dependent on funding.

**Annual Leave:** 21 days annual leave **(**Full time entitlement is 35 days annual leave, +1 day/year per year of service. 21 days is at 0.6 FTE)

**Pension:** Lil CIC operates a Contributory Pension Scheme

**Background Information**

Are you interested in the way people’s mindsets can shift? Do you want to help bring about transformative change and help invigorate community-driven climate action? Do you care about social equity, community empowerment, and crafting pathways towards thriving, sustainable community futures in East Lothian within a just, happy, resilient Scotland?

The East Lothian Climate Hub is part of the Scottish Government-funded Climate Action Hub Programme; one of 24 fairly new community-based Climate Action Hubs now covering 100% of Scotland. This national programme is establishing a network of climate action hubs, which provide a vehicle for communities to come together and engage in collective climate action, supporting the just transition to net zero and climate resilient living, and driving wider change. Our Hub is hosted by Lower Impact Living CIC (Lil) in collaboration with the East Lothian Climate Action Network (ELCAN) Board, working in partnership with ELCAN: a growing and dynamic network of nearly 100 climate action organisations across East Lothian.

We are committed to community empowerment, equity, and transformative change. We aim to create a thriving, sustainable East Lothian by supporting communities to take ambitious climate action through collaboration, learning, and capacity building. The Hub delivers events, seed funding, peer learning, and targeted support to groups and individuals who want to create a better future for their communities and the planet.

**Job Outline**

We are looking for a creative, strategic, and purpose-driven Communications Officer to join our small and passionate team. The successful candidate will lead on both external and internal communications to grow the reach and impact of community-led climate action across East Lothian. This will involve public-facing engagement work (e.g. website, newsletter, social media, branding, event promotion, media relations), as well as communications infrastructure for our internal networks (e.g. CRM, internal mailing lists, ELCAN network coordination).

The Communications Officer will work closely with the Hub Manager, Operations Officer, Community Development Officers (CDOs), and members of the Climate Action Network. They will contribute to the Hub’s strategic direction, help define and track key communications metrics, and support fundraising activities to sustain and grow the Hub.

We encourage applicants who wish to offer innovative thinking, especially in novel ways of achieving our intended impact, and in reaching our target audiences without relying on traditional social media platforms.

Our team is currently one Manager and two Community Development Officers. We are very much looking forward to onboarding a Communications Officer. We have some oven-ready projects to hand over, and a lot of space for the right applicant to be creative, innovative, and experimental with communications techniques.

We are an ambitious, dynamic, friendly team with room to grow.

**Key Responsibilities:**

**External Communications**

* Lead the creation, design, and scheduling of engaging communications content across physical and digital platforms, including Hub project and ELCAN member related case studies.
* Lead on website development and potential re-iteration
* Develop content to inspire climate action, communicate opportunities, and build the profile of the Hub, including press releases and award submissions
* Support the delivery and promotion of public-facing events and campaigns
* Liaise with local and national media outlets and coordinate occasional media engagement
* Help increase participation in Hub initiatives, including our Seed Fund and collective action projects
* Develop innovative approaches to communications beyond traditional platforms (e.g. offline, community-based, or alternative digital platforms)

**Internal Communications & Network Support**

* Develop, maintain, and improve internal communications systems, e.g. for ELCAN members’ collective decision-making structures
* Update and promote the Online Members Map and other shared resources
* Scope, source, and support the development of a CRM system alongside other staff
* Triage enquiries from our public inbox and redirect to appropriate team members
* Coordinate and curate monthly newsletter and help grow its readership in collaboration with CDOs
* Supporting development of presentations and e.g. Board reports

**Strategy & Monitoring**

* Work with other staff and ELCAN members to re-iterate and implement a communications strategy aligned with the Hub’s aims and values
* Identify and track key performance indicators to measure the reach and impact of work
* Contribute to quarterly and annual reports for the Scottish Government and Steering Group
* Support fundraising activities, including developing comms materials in anticipation of future bids

**Collaboration & Learning**

* Collaborate closely with the Hub team and contribute to collective learning and strategic planning
* Coordinate and potentially supervise volunteers or contractors (e.g. graphic designers) as needed
* Stay informed of best practice and innovative community engagement methods, and share learning with the team and ELCAN members

**Person Specification**

**Essential:**

* Proven experience in a communications role, including website development and social media
* Strong writing, editing, and visual design skills across a range of formats
* Experience using WordPress, Canva, email marketing tools (e.g. Mailchimp), social media platforms
* Understanding of and passion for climate justice, equity, and community-led change
* Self-starter with ability to work independently and manage multiple priorities
* Collaborative and people-oriented, able to work with community groups, staff, and volunteers

**Desirable:**

* Degree or equivalent qualification in Communications or related field
* Experience in community engagement or organising, particularly related to climate action
* Experience contributing to or delivering comms strategies and impact monitoring
* Additional related skills in e.g. CRM, graphic design, or willingness to learn
* Knowledge of sociocratic principles or participatory governance models
* Understanding of the East Lothian context and community landscape

**Application Process:**

Interested candidates should submit a CV and a cover letter outlining their relevant experience and explaining their suitability for the position to bobby@eastlothianclimatehub.org, plus an [Equal Opportunities Monitoring Form](https://eastlothianclimatehub.org/wp-content/uploads/2025/05/Lil-EQUAL-OPPORTUNITIES-MONITORING-FORM.docx) (which can be sent separately or posted, if preferred)

**Please include ‘Communications Officer’ in the subject line. The deadline for applications is noon on Monday 16th June, 2025.** The deadline may be extended at our discretion. Lil CIC is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.