**Job Description: Operations Officer**

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

**Hours:** Part Time, 0.4 FTE (compassionately flexible working hours, with preference for mornings during working week), possibility to increase hours if additional funding is secured, if mutually desired and agreed

**Locations:** Hybrid; majority home-working, office currently at Fraser Centre, Tranent (usually 1 day/week). Possibility of completely remote-working.

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

**Salary:** £30,235 pro rata (£12,094 at 0.4 FTE)

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

**Annual Leave:** 14 days annual leave (Full time entitlement is 35 days annual leave, +1 day/year per year of service. 14 days is at 0.4 FTE)

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

**Background Information**

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 diligent, practical, and highly organised Operations Officer to support the internal workings of our small but high-impact team. The successful candidate will help ensure the smooth running of internal operations, so that our programme staff can focus on empowering communities and delivering change.

The Operations Officer will lead on finance and bookkeeping, design and manage devolved budgets, coordinate reporting systems, contribute to event logistics (e.g. booking venues and catering), and scope, propose, and develop usage of a CRM system. They will also take on PA-style duties for the Hub Manager, including inbox management and diary support.

This role is ideal for someone who is detail-oriented, comfortable working independently, enjoys working with systems and processes, and is confident with numbers and reporting. You will be working closely with the Hub Manager, Lil Finance and Budget Management staff, Comms Officer, and Community Development Officers.

**Key Responsibilities:**

**Finance and Budgeting**

* Manage the overall Hub budget and coordinate devolved budgets across staff areas
* Maintain up-to-date bookkeeping and finance records (using Xero reports and Sheets / Excel)
* Liaise with host organisation and manager on financial oversight and monthly budget tracking
* Support procurement, invoicing, and financial reconciliation processes

**Internal Operations**

* Design and maintain effective reporting systems to track activities, outputs, and impact
* Support coordination and submission of quarterly and annual management & funder reports
* Support reporting to the ELCAN and Lil Boards.
* Work with the team to scope, develop, support, and monitor a CRM system
* Assist with grant and seed fund administration, including designing judging processes, collating evaluations and feedback, setting up payments, and evaluating reports

**Administrative Support**

* Provide direct support to the Hub Manager including inbox triage and diary management
* Assist with logistics and planning of events, training, and meetings for the team
* Help maintain shared calendars, task systems, and team documentation

**Collaboration & Organisational Development**

* Work collaboratively with other staff, volunteers, and contractors to enable smooth workflows
* Interface with Comms Officer to support data collation and impact tracking
* Contribute to shared team learning

**Person Specification**

**Essential:**

* Experience in operations, finance, administration, or related roles
* Strong skills in budgeting, bookkeeping, or financial tracking (e.g. Xero, Sheets / Excel)
* Highly organised, reliable, and detail-oriented with strong time management
* Ability to work independently and use initiative while also being a team player
* Excellent communication and interpersonal skills
* Comfort using digital systems for task management, email, and CRM (or willingness to learn)
* Commitment to and interest in climate issues and community empowerment

**Desirable:**

* Degree or equivalent qualification in Business Administration or related field
* Experience managing budgets or reporting for grant-funded projects
* Familiarity with CRM systems or database management
* Experience in a PA or executive assistant role
* Knowledge of the East Lothian context and/or Scottish community climate sector
* Event coordination experience (e.g. booking venues, managing suppliers)

**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 ‘Operations 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.