

Job Description

Title: Climate Change Project Officer

Organisation: Founded in 2004, Ricefield Arts & Cultural Centre is a registered charity and social enterprise based in Glasgow that has gained an excellent reputation for delivering original and inspiring Chinese arts and cultural experiences for arts audiences and diverse communities in Scotland.

Description: Ricefield Art's **When Red, Go Green** climate change project will involve several strands of activity ('Grow and Cook' sub-project, 'Reuse and Reduce' sub-project, and 'Pace and Pedal' sub-project), with the overall aim of reducing the carbon footprint of members of our community. The Climate Change Project Officer will oversee all aspects of this project, to ensure the project outcomes are met.

Duties:

- Overseeing all aspects of the project, ensuring outcomes are met
- Managing 'Grow and Cook' sub-project, and coordinating all the related workshops and events under this sub-project (e.g Chinese vegetable garden, Chinese vegetable planting workshops, Chinese cookery workshops)
- Managing 'Pace and Paddle' sub-project, and coordinating all related workshops and events under this sub-project (e.g cycling workshop, cycling and walking event)
- Liaising with project staff including Reuse and Reduce Project Coordinator, website administrator and community gardener to ensure high standard of project delivery
- Working with volunteers to support project activities
- Promoting project activity, in conjunction with marketing team
- Delivering climate change engagement activities with wider project team
- Maintain good relations with project partner organisations in the public, private and voluntary sectors
- Budget management
- Project quarterly report writing and liaising with funder for monthly claims submission
- Any other reasonable duties identified by Ricefield's management committee

Skills/experience required:

- Previous experience of project and event management
- Ability to communicate effectively with diverse audiences
- Strong organisation and time management skills
- Community engagement experience
- Awareness of climate change issues
- Knowledge of Chinese culture (desirable)



Location: B32, Baltic Chambers, 50 Wellington Street, Glasgow G2 6HJ

Hours worked: full time, 35 hours per week

Salary: £22,000 (per annum)

The post is fixed term until 31st March 2020

How to apply:

Please complete the application form and Equal Opportunities form, send to:

info@ricefield.org.uk

CVs will not be accepted.

Closing Date: 5pm, Tuesday 18th April 2018

Interview Date: Tuesday 24h April 2018

This position is funded through the Scottish Government's Climate Challenge Fund.

