

Green Arts and Edinburgh Festivals Officer

Job Description, Person Specification and Application details

Job title:	Green Arts and Edinburgh Festivals Officer
Salary:	£26,525pa, plus a contribution to a personal pension of 3% of salary
Hours:	Full time (37.5 hours per week)
Application:	Online form, Equal Opportunities Monitoring survey.
Closing date:	Sunday 19 September 2021 at 11.59pm
Start date:	As soon as possible. This is a fixed term role in the first instance until 31 March 2022, with the intention to continue it subject to funding.

Contents

Background	1
Application process	2
Interviews	2
Additional information	2
Summary and key dates	3
Job Description	4
Person Specification	5

Background

The arts and culture shape the ways in which we live in the world and so have an essential role to play in addressing the climate crisis. Creative Carbon Scotland (CCS) is a charity working with individuals, cultural organisations and non-cultural organisations working on both carbon emissions reduction and climate change adaptation to forge a sustainable, equitable, climate-adapted Scotland. Our founding partners are Edinburgh Festivals, the Federation of Scottish Theatre, and the Scottish Contemporary Art Network.

Our mission is to:

- Engage the sector in actively promoting environmental sustainability and addressing climate change
- Help the sector take a lead in shaping an environmentally sustainable Scotland
- Help the sector run itself as environmentally sustainably as possible

With [COP26](#) and the [recent IPCC report on climate change](#) commanding national attention and our current project [working with Creative Scotland to develop its Climate Emergency and Sustainability Plan](#) for itself and the sector it supports, Creative Carbon Scotland has never been busier. Scottish Government support for our [Climate Beacons](#) project, which brings together cultural, scientific and civic society organisations to strengthen public engagement with climate change, demonstrates the increased appreciation of culture’s role in addressing climate change.

Our Green Arts and Edinburgh Festivals Officer is a key member of our Transformation of Culture team, leading our Green Arts Initiative to facilitate a thriving community of cultural organisations working to reduce their greenhouse gas emissions and adapt to the changing climate, and supporting the Edinburgh Festivals in their ambitious strategy to reach net-zero and make Edinburgh the world’s leading green festival city.

www.creativecarbonscotland.com

Tel 0131 529 7909 email info@creativecarbonscotland.com

Creative Carbon Scotland, City Chambers, Room 9/50, High Street, Edinburgh EH1 1YJ

Creative Carbon Scotland is a SCIO Registered Charity Number [SCO42687](#)

This is a full-time post, fixed term until 31 March 2022 in the first instance but with the intention to extend when funding is confirmed and as the programme of activities continues to develop.

Application process

Online application

Applications should be made using the form on our website. Please study the **job description** and **person specification** closely and ensure that in your application you demonstrate clearly how your skills and experience mean that you meet the person specification and fulfil the needs of the role.

All applicants are also asked to complete our Equal Opportunities Monitoring [Survey](#) and confirm that you have done so in your application form – the survey is anonymous and the information provided will not affect your application in any way.

We want to increase the diversity of our team so that people with a range of views and experiences contribute to our thinking, so we encourage applications from the across society. Before we pass your application to our recruitment panel we will remove your personal data to help them avoid bias during the shortlisting process.

Interviews

Shortlisted candidates will be contacted by email by 23 September to invite them to an interview on Monday 27 September. Interviews will take place digitally using Microsoft Teams and last around 60 minutes. The interview panel will be made up of:

- Catriona Patterson, Programme Lead – Transformation of Culture, Creative Carbon Scotland
- Ben Twist, Director, Creative Carbon Scotland
- Gary Stewart, General Manager, Festivals Edinburgh

Additional information

Accessibility

Applications will only be accepted via the application form on our website, unless alternative arrangements are made. If you wish to make alternative arrangements or have any problems in using the site (for example, if you are experiencing digital exclusion or have specific accessibility requirements), please write to alexis.woolley@creativecarbonscotland.com to seek assistance in good time before the closing date of 19 September 2021. Your interactions with us on accessibility will remain confidential and will not be shared with the recruitment panel.

Equalities

Creative Carbon Scotland promotes a diverse and inclusive working environment. We welcome applications from everyone with suitable skills and experience and we will make reasonable adjustments where necessary to enable people with particular needs or requirements to work with us. Our Equalities Policy and Safe Working Statement are [available](#) on our website.

Data protection

We will only use the personal data you provide in your application for the purpose of completing this recruitment process. All records created during the course of this process will be permanently deleted once the appointee is under contract. For more information on how we handle your data, take a look at our [Data Protection and Information Security](#) policy.

Summary and key dates

We are looking forward to finding out how you see yourself contributing to our team.

1. Read the job description and person specification carefully
2. Complete the online application form
3. Complete the separate anonymous online [Equal Opportunities Monitoring Survey](#)

Once you submit your application through the online form you will receive an automated acknowledgement of receipt. We will write to every applicant once the role has been filled to update you and offer you feedback.

Closing date: 19 September 2021 at 11.59pm
Invitation to interview: Issued to those on the shortlist by 22 September 2021 via email
Interviews: Virtually via MSTeams on 27 September 2021
Feedback: Offered to all applicants via email by 4 October 2021

Job Description

Title: Green Arts and Edinburgh Festivals Officer

Reports to: Catriona Patterson, Programme Lead – Transformation of Culture, Creative Carbon Scotland

Salary: £26,525 per year plus a contribution to a personal pension, matching the employee's contribution, up to a maximum of 3% of salary

Start date: 1st November 2021 or as soon as possible

Responsible for: Freelance staff or contractors as agreed with your Line Manager

Hours: Full time. This means a 37.5 hour week with a degree of flexibility on both sides, as some evening and weekend work may be required and busy periods may call for extra hours, with time taken off in lieu during quieter periods.

Holidays: 20 days plus 10 public holidays annually, to be taken at times agreed with your Line Manager.

Place of work: Nominally based at City Chambers, High Street, Edinburgh, but home working is necessary for the period to 31st March 2022 due to the COVID-19 pandemic. The postholder will be expected to make full use of Microsoft Teams to meet (virtually) with their line manager and the rest of the CCS team as necessary. Face-to-face meetings can be arranged as long as government guidelines are met, and only if all participants feel comfortable doing so. Should the term of the contract be extended (see below) the postholder will be expected to work in the office at least one day per week.

Contract and notice period: This is a fixed term contract to 31st March 2022 with the intention of extension subject to funding. A two-month notice period must be given by both employee and employer.

Right to work: Due to the fixed-term nature of the role and Creative Carbon Scotland's circumstances, this opportunity is only open to those who already have the right to work in the UK.

Equipment: A laptop and mobile phone will be provided if required.

Main purpose of the job:

- To work with the Programme Lead, Transformation of Culture to develop and deliver aspects of the programme
- To contribute to other Creative Carbon Scotland activities and work as required

Main areas of responsibility:

1. **Edinburgh Festivals Leadership Group (50%)** Directly supporting the collaborative work of Festivals Edinburgh and the Edinburgh Festivals' to implement their Environmental Sustainability Strategy and achieve their net zero ambitions:
 - a. Acting as specialised knowledge base for the Festivals, providing co-ordination and expertise on key sustainability issues, including analysis of carbon emissions reporting data and development of carbon reduction plans (25%)
 - b. Building skills and capacity through collaborative opportunities for the Festivals around environmental sustainability, including with external partners (15%)
 - c. Supporting the administration, reporting and communication of the work of the Edinburgh Festivals leadership group (10%)

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2. **Network Development (40%)** Facilitating the community network of Green Arts cultural organisations:
 - a. Acting as a first point of contact for inbound Green Arts enquires, signposting existing resources and connecting queries with team expertise (10%)
 - b. Building network engagement through delivery of digital and in-person events, including the annual conference and #GreenArts day (20%)
 - c. Ongoing evaluation and strategic development of the network (10%)
3. **Communications and Administration (10%)**
 - a. Promoting digital tools and resources, in co-ordination with the CCS Communications Manager, and contributing to CCS' communications strategy.
 - b. Contribute to corporate work including team meetings, work planning and other joint work as required.
4. **Equalities, Diversity and Inclusion:** Along with all members of the team, ensuring that CCS' Equalities, Diversity and Inclusion Action Plan is considered and acted upon in all the above areas.

Person Specification

A. Knowledge

- a. A demonstrable interest in and knowledge of the intersection of culture and the climate crisis **[Essential]**
- b. A thorough knowledge of the cultural sector (preferably in Scotland) **[Desirable]**
- c. Intimate knowledge of the Edinburgh Festivals **[Desirable]**
- d. An interest in and knowledge of climate justice as a focus for tackling the climate emergency **[Desirable]**

B. Skills

- a. The ability to build strong relationships with and gain the trust of partners, Green Arts members and other stakeholders **[Essential]**
- b. Excellent written and oral communication skills **[Essential]**
- c. Excellent IT skills including experience of standard office packages, virtual and remote working software and tools, especially Excel **[Essential]**
- d. The ability to work independently and flexibly, using one's own initiative, and as part of a team **[Essential]**
- e. Flair and imagination **[Essential]**

C. Experience

- a. Professional experience of event management (both physical and virtual) **[Essential]**
- b. Experience of emissions data collection, analysis and reporting **[Desirable]**
- c. Professional experience of presenting on behalf of an organisation, including speaking, chairing and presenting at events **[Desirable]**