

## EDINBURGH COMMUNITIES CLIMATE ACTION NETWORK

# EVENTS LEAD

<b>Salary</b>	<b>£35,000.00 p.a 1 Fte (28 hours per week)</b>
<b>Contract</b>	Fixed-term contract until April 2027.
<b>Hours of Work</b>	<p>Full-time (1.0 FTE) 28 hours Mon-Thurs. From February 2026 ECCAN operate a 4-day working week, with no reduction in salary.</p> <p>Some evening and occasional weekend work will be required (time off in lieu provided).</p> <p>ECCAN is part of the Four Day Working Week Initiative. The office is closed on a Friday. For clarity, the Annual salary noted is for 28 hours per week at 1 Fte.</p>
<b>Start Date</b>	By end of March 2026
<b>Annual Leave</b>	<p>22 days paid leave plus 6 Bank Holidays.</p> <p><i>Bank holidays falling on a Friday (4 in FY26-27) cannot be attributed due to the Four Day Working Week.</i></p>
<b>Pension</b>	5% contributory pension scheme (People's Pension)
<b>Additional Requirements</b>	The post holder will be subject to a Disclosure Scotland check
<b>Location</b>	<p>ECCAN office, 14 Forth Street, Edinburgh EH1 3LH.</p> <p>Hybrid role, 2 days per week in the office (Wed &amp; Thurs currently).</p>
<b>Responsible to</b>	<p>ECCAN Hub Manager.</p> <p>Working closely with Members Lead and Comms Lead</p>

## BACKGROUND

Edinburgh Communities Climate Action Network (ECCAN) is a network of over 200 community groups and more than 1300 individual members. We aim to engage and empower communities across Edinburgh to take meaningful action on the climate and nature emergency, working towards a just, thriving and resilient city.

ECCAN is funded as one of Scotland's twenty-four regional Climate Action Hubs. We support collaboration, learning, and collective action across communities, connecting local climate action to wider city and national change.

At ECCAN, we are committed to building an organisational culture that is inclusive, equitable and rooted in care for people and planet.

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## THE ROLE

The Events Officer will play a central role in **planning, marketing, coordinating and delivering ECCAN's programme of events**, both for members and the wider public. These events are a key way we support community climate action, share learning, build relationships and strengthen the ECCAN network.

As a members' organisation, we rely on engagement with our network. The role requires the ability to understand and drive uptake in our Events, with a focus on successfully marketing to a community group cohort.

Working closely with the Communications Lead and the Members Lead, the post-holder will ensure events are well-organised, accessible, engaging and aligned with ECCAN's values and strategic priorities.

This role is ideal for someone with **strong experience in event organisation**, excellent organisational skills, and a genuine interest in **climate action and community engagement**.

We deliver bi-annual Gatherings for the whole membership to come together, we run monthly ClimateBites networking lunches around the membership, and host, collaborate and attend a variety of community and partner events across the city, throughout the year.

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## MAIN DUTIES AND RESPONSIBILITIES

### Event Planning and Delivery

- Plan, promote (with the Comms Lead), coordinate and deliver a diverse programme of ECCAN events, including workshops, training sessions, networking events, community gatherings and conferences (both in-person and online).

- Manage event timelines, budgets, logistics and suppliers, including venues, catering, facilitators and equipment.
- Ensure events are inclusive, accessible and welcoming, reflecting ECCAN's commitment to equity, diversity and inclusion.

### **Collaboration and Coordination**

- Work closely with the Communications Officer to promote events effectively through digital channels, newsletters and member communications.
- Liaise with the Members Lead to align events with member needs, engagement priorities and wider organisational activity focussed on the Business Case.
- Support and manage ECCAN staff, trustees, volunteers, members and external partners involved in event delivery.

### **Administration and Evaluation**

- Manage event bookings, registrations and attendee communications.
- Collect feedback and evaluate events to support learning, reporting and continuous improvement.
- Track attendance statistics, and maintain accurate records and contribute to monitoring, evaluation and reporting.

### **Wider Organisational Contribution**

- Contribute to ECCAN's overall programme and strategic aims as part of a collaborative, fast-paced team.
- Support the integration of climate justice, community empowerment and approaches across ECCAN's events and activities.

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## **KNOWLEDGE AND EXPERIENCE**

### **Essential**

- Experience of organising community-based, learning or engagement-focused events.
- Proven experience in planning and delivering events (paid or voluntary), including managing logistics, budgets, and multiple stakeholders.
- Strong organisational skills, with the ability to manage competing priorities and meet deadlines.
- Excellent communication skills, both written and verbal.
- Experience working collaboratively as part of a team.

- An interest in climate change, environmental sustainability and/or community engagement.

**Desirable**

- Experience working with volunteers, community groups or membership organisations.
- Knowledge of the climate and nature emergency and its social justice dimensions.
- Experience using online event platforms and digital tools.

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**Skills and Abilities**

- Highly organised, proactive, and detail oriented.
- Confident and approachable, with a warm and inclusive communication style.
- Adaptable and comfortable working in a small, evolving organisation.
- Able to work occasional evenings and weekends, with flexibility around working hours.
- Committed to ECCAN's values and ways of working. Please refer to our website.

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**EQUAL OPPORTUNITIES**

ECCAN values diversity and is committed to providing equal opportunities for all staff and applicants regardless of race, gender, age, disability, religion, belief, sexual orientation, marital status, or pregnancy and maternity. We actively encourage applications from people who are under-represented in the climate and environmental sector.

Please let us know if you have any access or support needs during the recruitment process.

**TO APPLY**

Please submit:

- **CV and covering letter** (max 2 pages) outlining how you meet the job requirements to [office@eccan.scot](mailto:office@eccan.scot) **by midnight on Thursday 26<sup>th</sup> February 2026**.

**Please name the document: SURNAME – Events Lead. Use that filename as the Subject Line of the email to help us keep track of applicants.**

Please include any access or accessibility requirements as part of your cover letter.



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- Please also complete an **Equality and Diversity Monitoring Form** via this link (online form link).

This will be separated from your application on receipt and filed separately and anonymously, for E&D monitoring purposes.

### **Interviews**

Interviews will be held provisionally on the week beginning **Mon 9<sup>th</sup> March 2026** at our office on Forth Street. Please let us know if you have any access requirements should you be selected for interview.

We reserve the right to close this vacancy early if we receive a high volume of applications for the role.

**CLOSING DATE: Thursday 26<sup>th</sup> February midnight.**

*Edinburgh Communities Climate Action Network (ECCAN) is a registered Scottish Charity (SC052989) regulated by the Scottish Charity Regulator (OSCR) [www.eccan.scot](http://www.eccan.scot)*



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