



Project Worker

Job Description

We have an exciting opportunity for a **Project Worker** to join **Climate Action Strathaven (CAS)**.

Climate Action Strathaven works with individuals, groups, businesses and organisations to promote sustainability for everyone, engaging in discussions and acting on ideas to overcome the climate change emergency. We help to make sustainable choices accessible to all.

Annual Salary £27,900.00, Full Time Hours, Monday to Friday with occasional weekend working as and when required.

Based within Climate Action Strathaven's Eco Hub, Green Street Strathaven ML10 6LT.

The role

As a Project Worker you will be responsible for providing active customer service within our Eco Hub. The Project Worker role has a real focus on Community Engagement, Customer Service, Marketing and Administration.

What you'll do

- Representing Climate Action Strathaven in a professional manner at all times, maintaining a high-quality standard of work, and to work always in accordance with the aims, values and ethos of Climate Action Strathaven.
- Attend local networking events, presenting to other organisations as and when required.
- Act as an approachable source of information for customers wishing to make a bike purchase, e-bike or car hire and any other related goods, including discussing the advantages of different products.
- Assist with the issuing and return of hire bikes, ensuring the bike is safely set up for each customer, returned with any issues identified and prepared for future use.
- Responsible for stocking shelves with merchandise, ensuring products have accurate price tags attached.

- Maintain a suitable knowledge of the charity's philosophy and developments.
- Reporting of any Health and Safety concerns and solutions to Programme Manager, and where necessary, the charity Trustees.
- Maintaining shop floor tidiness, cleanliness and appearance.
- Any other duties that may be assigned to a Project Worker.

What you'll bring

- Good Administrative and Computing skills.
- Good Customer Service skills.
- Strong Communication and Marketing skills to deal effectively with people.
- Strong understanding of current social trends.
- Be proficient in using social media.
- Be organised, honest and reliable.
- Have a friendly and engaging personality, smart appearance and comfortable working with members of the public.
- Demonstrate a hands on approach to project work.

This is a full-time position; however, job share may be considered to the right applicants.

Reporting to the Programme Manager.

To apply, please email your CV and Covering letter to Alison Harley, Programme Manager alison@castrathaven.org. In your cover letter please outline how you meet the criteria within the role description.

Applications submitted without a tailored covering letter will not be considered.

We strongly encourage applicants from a wide range of backgrounds. In order to apply for this post, you must be able to demonstrate your eligibility to work in the UK.

Closing Date: Friday 9th May 2025

Ref: PW004