

Role: Climate & Environment Administrator	Department: Conservation & Policy
Reports to: Environment & Climate Change Manager	Pay Grade: Grade 2 - £28,562 per annum
Location: 50 South Gyle Crescent, Edinburgh, EH12 9LD (Hybrid & Remote Working Available)	Type of Contract: Fixed-Term, 12-Month Contract. Full-Time, 40 Hours Per Week.
COST CENTRE (e.g.:3CUZ): 2001 <i>Please note this must be provided in order for the People Team to correctly allocate this role to the relevant cost centre. This is not done via the new start form, but this job description.</i>	ACTIVITY CODE (e.g.: VSZ): POZ <i>Please note this This is to allow the system (PeopleXD) to allocate the salary to the correct centre.</i>

JOB PURPOSE

The Climate & Environment team have instigated a 3 year Energy Management Improvement Project. The purpose of this project is to improve our energy management to enable the Trust to reduce energy use and contribute to reducing our greenhouse gas emissions. The focus is on four key areas: metering strategy; monitoring & reporting; training & capacity building; and site-based support. A key component of this project is the metering strategy – producing an accurate list of all gas, electric and water meter locations and their status across the Trust’s entire portfolio, upgrading all meters to be automated and migrating them to a new energy management portal. The post holder will be responsible for the provision of administrative support for this aspect of the project. They will ensure all general administration is undertaken diligently, efficiently and carried out within the Trust’s procedures and policies.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Ensure all general administrative tasks are undertaken efficiently, effectively and timeously, including (but not limited to):

- Meetings support (agendas, minutes, support documentation, follow up actions and next steps).
- Undertake any other duties reasonably required, as fitting the grade and scope of the role.
- Manage meter upgrade appointments process (electricity & gas) - liaise with supplier & property, ensuring everyone has relevant information
- Report regularly on progress with upgrades and summarise issues arising (which might require technical input)
- Monitor meter faults via Stark portal and instigate action then monitor progress on fault rectification
- Manage meter portfolio spreadsheet, providing regular updates on progress and where action needs to be taken
- Help arrange visits to properties (when needed) to make sure access is available and property staff are aware - set up a prioritisation process for visits
- Liaise with suppliers for solutions with meter upgrades when technical issues arise, with support from the Energy Administrator
- Generate basic consumption reports if required

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- Qualification in business administration – HND or Diploma – or relevant experience.

Experience

Essential

- Strong experience in MS packages – Word, Excel, Outlook, SharePoint and Teams
- Excellent communication skills (written and oral)
- Diligent and accurate with excellent eye for detail
- Excellent customer care skills
- Well-developed time management and organisation skills – ability to prioritise workload.

Desirable

- Previous experience providing administrative support to different departments spread across multiple locations highly desirable.
- Diary and travel organization experience.

The normal day-to-day duties of this role are such that a criminal record check or membership of the PVG scheme is not required.

DIMENSIONS AND SCOPE OF JOB

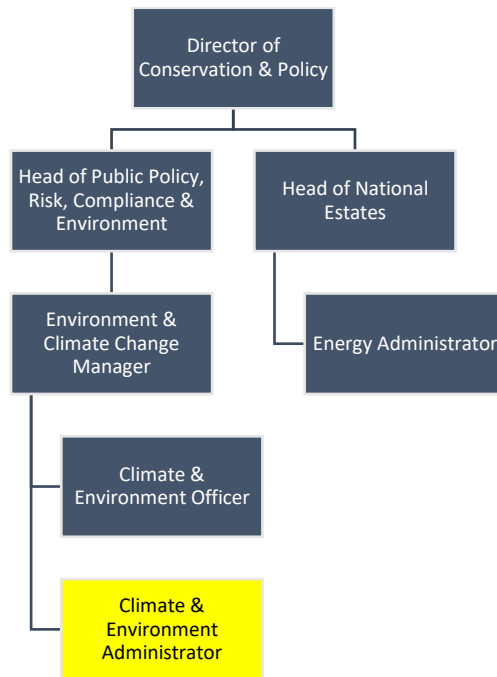
People Management

- The post-holder will work frequently with colleagues in NTS Central, regional and property based teams,
- Not a line manager

Finance Management

- No budget responsibility

Place in organisational structure (extract of org chart showing role):



The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

HOW TO APPLY

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Department, The National Trust for Scotland, by email via workforus@nts.org.uk, by Sunday 2nd August 2026.

- Please ensure your CV includes your full name and contact details
- The CV file sent to us should be titled with your first initial and surname
- When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Climate & Environment Admin - NTS"