

ACCESS OFFICER

PERSON SPECIFICATION DECEMBER 2019

The terms of the post

Job Type: Part time two or three days a week, permanent. Full time five days a week, permanent.

Probation: Initial probationary reviews at three and six months to allow evaluation of performance and of priorities for the work.

Base: The Access Officer will work from the Edinburgh Office.

Driving licence and vehicle access: Driving is not part of this job, but where driving is undertaken then they must have a full, clean driving licence and the correct car insurance.

Evening and weekend working: Very occasional weekend and evening work in particular for the AGM. A TOIL system operates to cover out-of-hours working.

Reporting structure: Line manager is the Chief Operating Officer.

Remuneration: £20,600 per annum pro rata.

Travel and subsistence: Expenses will be paid in accordance with the Society's expenses policy.

Other benefits: Death in Service Scheme based on 4 times annual salary and the post is eligible for the ScotWays pension scheme.

Holiday entitlement: 35 days pro rata, (23 days annual leave plus 12 days local and national public holidays, including Christmas and New Year).

	Essential	Desirable
Qualifications	Educated to degree level or qualified by relevant practical experience	Outdoor access, countryside management, financial or organisation management qualifications
Work Experience	Relevant work experience, including administrative and communications tasks	Experience of outdoor sector
	Knowledge of access legislation	
	Extensive computer experience, including Microsoft Outlook, Word, Excel and Access	GIS, Desktop publishing, website & social media management or Financial management software experience.
	Experience of providing administrative support to a team	Experience of working with volunteers
Special skills and aptitudes	Knowledge of a range of IT applications	Knowledge of data protection issues
	Good written and oral communication skills	

	Flexible and willing to learn new skills	
	Knowledge of outdoor access and recreation	
	Knowledge of organisation management	
	Knowledge of membership management	
Personal qualities	Excellent interpersonal skills, and ability to handle a wide range of internal and external contacts professionally and tactfully.	
	Resourceful in finding solutions to problems	
	Ability to work on own and use initiative and to be part of a wider team	
	Ability to prioritise work and meet deadlines	

ScotWays in 2020

This year marks the 175th Anniversary of ScotWays. We have special events planned and we'll be highlighting both the history of ScotWays and the achievements of outdoor access in Scotland on our social media pages.

Internally, ScotWays is switching to a new IT system, changing our processes and consolidating our massive data archive. To work with us on these exciting developments, we are **recruiting a third access officer**.

ScotWays is a team of 6 staff, supported by many dedicated volunteers both in the office and across Scotland. You'll be based in our Central Edinburgh office and, along with our two current access officers, will help with both the organisational changes and deal with the many enquiries that we get from the public and solicitors.

We need someone who is adaptable and able to support and embrace this period of change and celebration for us.