



Access Officer (Outreach) Person Specification August 2021

The terms of the post

Job Type: Full time, permanent.

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

Base: The Access Officer (Outreach) will be based in our Edinburgh Office, but will be subject to our Hybrid Working Policy meaning they will be able to work from home or other location.

Driving licence and vehicle access: A full clean driving licence and access to a car/vehicle.

Evening and weekend working: Evening work and occasional nights spent away from home may be required. A TOIL system operates to cover out-of-hours working.

Reporting structure: Line manager is the Chief Operating Officer.

Remuneration: £27,258 per annum.

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, (23 days annual leave plus 12 days local and national public holidays, including Christmas and New Year).

	Essential	Desirable
Qualifications	Educated to HND level or above.	Outdoor access, countryside management, financial or organisation management qualifications.
Work Experience	Working with volunteers including their management and development.	Experience of the outdoor sector.
	Practical infrastructure construction and maintenance.	Small scale design and procurement.
	Experience of promoting your own and your volunteers work in the press.	Experience of the main stream press and social media.
	Administrative processes.	
	Computer experience, including programmes similar to Microsoft Outlook, Word, Excel, Microsoft 365 and photo management.	Other software including GIS, desktop publishing, website, CRM, financial management and specialist software.
		Providing administrative support to a team.

Special skills and aptitudes	Good written and oral communication skills.	Knowledge of data protection issues.
	Flexible and willing to learn new skills.	Knowledge of organisation management.
	Knowledge of access legislation.	Knowledge of membership management.
	Knowledge of outdoor access and recreation.	
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.	
	Able to work independently using own initiative and to be part of a wider team.	
	Able to prioritise work and meet deadlines.	

ScotWays in 2021

The CoVID-19 pandemic has provided a backdrop to planned change here at ScotWays. We celebrated our 175th Anniversary through lockdown and have been busy transforming our office operations from one that is based purely in Edinburgh to one that can operate from anywhere in the world.

We have moved to a cloud-based computing and communications model and are continuing to work to making more of our information available online for staff and volunteers as well as the public.

We have revised our existing volunteer scheme and adopted a new volunteer policy and code of practice. We are starting to improve our existing volunteer opportunities and develop new ones

ScotWays has a team of 7 staff, supported by many dedicated volunteers across Scotland. You'll be based in our Central Edinburgh office, but subject to our new hybrid working policy allowing you to work from home. You will be responsible for managing and developing our volunteer scheme and recruiting people from across Scotland to become volunteers. You will be responsible for managing and maintaining our network of signposts including surveying, repairing and replacing as necessary.

We are looking for an outgoing person with proven ability in volunteer scheme management with good practical skills, an eye for detail, adaptable and able to help us uphold the public's right of access as we continue to develop ScotWays. Promoting the work of ScotWays and the volunteers will be an essential tool in expanding our volunteer network.