



Access Officer (Outreach) Job Specification

About the Society

The Scottish Rights of Way and Access Society – ScotWays – works to protect public access to Scotland’s land. It is a voluntary membership body and a charitable limited company. Originally set up in Edinburgh in 1845, it is probably the world’s oldest-established outdoor access organisation.

ScotWays is overseen by a Board of voluntary Directors drawn from all over Scotland. A small dedicated staff team, supported by volunteers, run the organisation from our office in central Edinburgh. Another band of volunteers across Scotland represent ScotWays on local access issues and carry out practical tasks such as checking access routes and putting up signposts.

Further details about ScotWays and its work can be found on our website at <https://www.scotways.com/>.

The context and aims of this post

This post manages our volunteer network. It works to expand our volunteers’ capabilities and the numbers of registered volunteers that ScotWays has. It manages our signposting network including care and maintenance of our records and the signs themselves. It helps with other Scotways practical projects include monitoring our bridges. It helps to promote and grow ScotWays membership through appropriate PR and awareness of our operations.

Reporting structure: Line manager is the Chief Operating Officer.

The scope of the post: The precise content and balance of priorities in the work programme of the post will be subject to review with the Chief Operating Officer, the Board and the appropriate subcommittees.

- **Volunteers:** to develop, support and co-ordinate ScotWays volunteers and their activities, including:
 - Acting as the first point of contact for field volunteers.
 - Developing our registered field volunteer activities.
 - Expanding our registered volunteer network.
 - Managing field volunteer activity on behalf of ScotWays.
 - Providing advice, training and practical assistance to volunteers.
- **Projects:** to develop, lead and assist on projects as opportunities arise, including:
 - Leading ScotWays signposting activities in accordance with the current signposting policy. Including ordering and installation of signposts.
 - Leading on monitoring and managing other ScotWays outdoor assets.
 - Identifying other opportunities that would benefit both ScotWays and people accessing the Scottish outdoors.
 - Finding funding and/or partners for ScotWays projects and to assist ongoing initiatives.
 - Leading or assisting, as appropriate, on any project approved by the Board.
- **Promotion and presentation:** to assist in establishing a high profile for ScotWays’ including:
 - Production of promotional material – both hard copy and potentially audio-visually.
 - Assisting with the ScotWays social media and other PR activities.
 - Awareness-raising with landowners and organisations involved in outdoor access.
 - Working with existing members and developing means to attract new members.

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- Assisting with the development of outdoor access training opportunities for all.
- **Any other activities as appropriate to the post including:**
 - Acting as a ScotWays presence on the ground, particularly where there are no local volunteers.
 - Carrying out site visits to assist with resolving access issues, surveying routes and Society assets.
 - Developing a good rapport with others involved in outdoor access such as landowners, land management organisations, access authority staff and outdoor membership organisations.