



Access Officer Person Specification

August 2021

The terms of the post

Job Type: Part time three 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 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: 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: £21,218 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 independently and use your own initiative and to be part of a wider team	
	Ability 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 where 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.

ScotWays is a team of 6 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 and, along with our two current access officers, will help with both the organisational changes and dealing with the many enquiries that we receive.

We are looking for an outgoing person with an eye for detail, who is adaptable, able to help us uphold the public's right of access and support us as we move to a more online and flexible system of operation.