

SCOTTISH RIGHTS OF WAY AND ACCESS SOCIETY

JOB SPECIFICATION FOR POST OF DEVELOPMENT OFFICER

About the Society

The Scottish Rights of Way and Access Society – also known less formally as ScotWays – works to protect public access to Scotland’s land. In longer form, ‘Our objects are the preservation, defence, restoration and acquisition of public rights of access for the public benefit over land in Scotland, including public rights of way’. The Society is a voluntary membership body, established as a charitable limited company. It was originally set up in Edinburgh in 1845, making it probably the world’s oldest-established organisation in our field.

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

Further details about the Society and its work can be found on our website at <https://www.scotways.com/>, but please feel free to contact our Secretary with any queries.

The context and aims of this post

The historic core objectives of ScotWays’ work, primarily focused on rights of way, expanded significantly with the coming into force of the Land Reform (Scotland) Act of 2003, providing for a general right of responsible public access to Scotland’s land. Around the same time, the regulatory context for our activities was sharpened with the establishment of the Office of the Scottish Charity Regulator (OSCR) under the Charities and Trustee Investment (Scotland) Act 2005 and its subsequent amendments. So the Society has been progressively redefining its activities in a new legal context, in regard both to the forms of public access which we aim to protect and promote, and to the Society’s operations as a charity.

We see this post as a key element in our work to consolidate our core activities while developing them for the public benefit. We expect the Development Officer to make a major contribution across elements of policy and of practice: increasing our membership; achieving a higher public profile and increased capacity; upgrading our recording and management systems across the range of our field activities; improving communications both internally and externally, including liaison with cognate public and voluntary organisations; and asserting and maintaining access rights.

The terms of the post

We envisage this post as full time but would be willing to consider part time (minimum of 3 days a week) depending on the skills and aspirations of the candidate. We plan it as a three-year post in the first instance, with possible extension dependent on progress and funding. The post will be subject to initial probationary reviews at three and six months to allow evaluation of performance and of priorities for the work.

We envisage that the development officer will be based at home, which could be at any reasonably convenient location within Scotland that offers easy and regular access to our Edinburgh office.

In the nature of the work the appointee will need to have access to his or her own car, ideally with a full clean driving licence, to allow easy travel across Scotland. Some evening work

may well be required, and some nights may need to be spent away from home. ScotWays operates a TOIL system to cover out-of-hours working.

The Development Officer will report to the Secretary and to Board of Directors via a small steering group. We will determine the frequency of reporting as work progresses.

Remuneration: From £21,000 per annum pro rata. Travel and subsistence expenses will be paid in accordance with the Society's expenses policy. The Society currently has a Death in Service Scheme based on 4 times annual salary. The post will be eligible for the Society's pension scheme which is due to come into effect during the year ending 30 June 2017.

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

The scope of the Development Officer post

We have an ambitious menu of work that we wish to pursue through this post. The precise content and balance of priorities in the work programme of the post will be subject to review with the Secretary and with the Director steering group, particularly in the early probationary stages of the contract, but also in response to the appointee's particular skills set and their match with current staff capabilities.

- **Membership:** to explore and pursue means to increase and diversify membership of the Society, and to engage members more closely with the Society's work.
- **Promotion and presentation:** to review ScotWays' current activity in this area, and to help prepare a suite of new print material and presentations to promote our work to a range of public audiences.
- **Volunteers:** to establishment systematic liaison with current local volunteers and the Society's representative members of Local Access Forums, in order to co-ordinate and support their work for the Society through training, advice, practical assistance, and regular communication; to upgrade and maintain our list of volunteers to ensure optimal use of their capabilities, sound management and accountability; and to encourage other members to become more involved in such work.
- **Signposting:** to develop a framework for a systematic survey and inventory of all ScotWays signs, reporting on their condition and, where necessary, the need for renovation or replacement. This work could be carried out by project staff or volunteers. We will allocate a specific budget to take this work forward.
- **Liaison with providers:** to liaise with other outdoor organisations and local authorities in matters of access, proposed new routes, bridges, and provision of information to the public – route maps, information boards etc. – with a view to sharing costs of implementation and improvement.
- **Liaison with land managers:** to be a 'presence on the ground' for the Society and develop a good rapport with landowners and managers, especially organisations such as Forest Enterprise and other forestry companies.
- **Route development:** to pursue possible developments of Heritage Paths, Pilgrim routes or other such access projects, particularly where they can bring in funding to support the Development Officer post.
- **Reporting:** to maintain a system of regular contact with, and reports to, the Secretary of the Society and to the steering group of Directors.