

## **ACCESS ENQUIRIES ASSISTANT**

### **OVERVIEW**

The Scottish Rights of Way and Access Society (also known as ScotWays) is a long-established charity working to safeguard access for the public in Scotland. It is probably best known for its network of green and white path signs throughout Scotland, but does a considerable amount of other work including: dealing with enquiries from the general public; maintaining the National Catalogue of Rights of Way; providing guidance on the law relating to access, including circulating updates about relevant court cases; and producing publications including *Scottish Hill Tracks* and a law guide. ScotWays also hosts the Heritage Paths project, which identifies, researches and promotes heritage paths throughout Scotland.

The Society is currently reviewing its internal processes and it is possible that this post may become permanent in the role shown below or in a revised role. In either case, the successful candidate may wish take on either role beyond the currently envisaged 12 months.

As at August 2018

### **JOB DESCRIPTION**

Title:	<b>Access Enquiries Assistant – 35 hours.</b>
Location:	<b>Edinburgh</b>
Responsible to:	<b>National Secretary</b>
Responsible for:	<b>No person currently, but could have appropriate responsibility for a volunteer(s) for specific tasks</b>
Organisation and structure:	<b>Forms a key support to the Senior Access Officer and is an important liaison with other staff, volunteers and the public/ external organisations</b>
Salary:	<b>£19,525</b>
Contract period:	<b>Temporary for 12 months, but ScotWays would consider a shorter post if it suited the preferred candidate</b>
Period of notice:	<b>Four weeks</b>

### **JOB PURPOSE**

The Access Enquiries Assistant plays a significant role in supporting the work of the Senior Access Officer, including help with general office duties. There is a small staff (equivalent to 4.5 full time staff) employed at the office in central Edinburgh, supported by many volunteers who are involved as Directors on the Board, as committee members, and helping in the office and in the field. The main purpose of the post is to contribute to ensuring that ScotWays deals with all forms of enquiries in an efficient and professional manner,

particularly in support of the Senior Access Officer. While knowledge and experience of access issues is desirable, training and support will be provided.

**MAIN TASKS** – With appropriate direction and supervision, the Access Enquiries Assistant may be asked to:

- Assist with dealing with enquiries about access issues from the public, solicitors, consultants and local authority access staff.
- Assist with dealing with enquiries about recorded rights of way from solicitors and developers.
- Contribute, with direction, to other aspects of the office work, which may include: maintenance of the membership records; production of Newsletters and the Annual Report; updating the website, including the Heritage Path site, and administration of the walks programme.
- Assist with routine office tasks, such as answering the telephone, dealing with mail and the collating and distribution of material such as the Newsletters.
- Assist with office volunteer support, as part of the office team.
- Update signpost and local access forum records as new information is received
- Carry out any other duties which might reasonably come within the work of the post.