



# Scottish Rights of Way and Access Society (ScotWays)

## Administration & Communications Assistant JOB ADVERT

Reports to: National Secretary

Location: Edinburgh office

Hours: 35 hours per week (full-time)

Contract: Permanent (subject to probation)

Salary: From £24,480.00 per annum

### ABOUT SCOTWAYS

ScotWays is a Scottish charity that has been promoting and protecting public access rights since 1845. We work to safeguard Scotland's historic paths and support responsible access to the outdoors for everyone.

We are a small, collaborative organisation with a strong sense of purpose and a supportive team environment.

### ABOUT THE ROLE

We are seeking an Administration and Communications Assistant to support the smooth running of our Edinburgh office and help deliver our communications activities.

This is a varied and hands-on role, combining core administrative responsibilities with support for ScotWays' communications and membership activities.

This is an entry-level to early-career role, ideal for someone looking to build experience in administration and communications within a small charitable organisation.

### WHAT YOU'LL DO

- Support the day-to-day running of the ScotWays office
- Assist with administrative tasks, membership support and communications activity
- Prepare content for social media, newsletters and the website
- Respond to enquiries from members and the public
- Support events, projects and volunteer activity



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## WHAT WE'RE LOOKING FOR

- Organised and reliable with strong attention to detail
- Clear communicator with good written and verbal skills
- Able to manage a varied workload and prioritise tasks
- Comfortable using standard IT systems and willing to learn new tools
- Interested in ScotWays' work and mission

## DESIRABLE

- Experience in an administrative or communications role
- Experience with social media or website content

## WORKING ARRANGEMENTS

This role is based in our Edinburgh office. Some flexibility may be considered in line with ScotWays' flexible working policy.

## HOW TO APPLY

Please send your CV and a covering letter to Alison Riddell, National Secretary.

Email: [recruitment@scotways.com](mailto:recruitment@scotways.com)

## ENVISAGED RECRUITMENT TIMELINE

Closing date: Friday 10<sup>th</sup> April 2026

Initial online interviews: Monday 20<sup>th</sup> April 2026

Short practical assessment at the ScotWays office: At an agreed time between Monday 27<sup>th</sup> April 2026 and Wednesday 29<sup>th</sup> April 2026

Start date: As soon as possible (to be agreed)