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|  | Outdoor Access Projects Officer(Tech H) £29,224 - £31,026 pa |

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| Post Title | Outdoor Access Projects Officer |
| Grade | (Tech H) £29,224- £31,026 pa  |
| Reports to | Chief Executive |
| Location  | Flexible: The post can be homeworking, and there is an office available in Bridge Of Allan |
| Vehicle: | The post holder will be required to us their own car for business use with mileage reimbursed at 45p per mile |

# THE POST:

Working as a key part of the Outdoor Access Trust for Scotland (OATS) team the post holder will lead on Access Projects including path volunteering/maintenance and access projects in the Cairngorms and throughout Scotland. The postholder will need to work with partners to develop and deliver high quality access and volunteering opportunities which enhance the wider aims of the Trust. Working directly with people of all ages and abilities the post holder will need to be self-motivated, organised and flexible, and able to work in a small team dispersed across the country.

# AREAS OF RESPONSIBILITY:

The responsibilities and examples of project targets associated with this role include:

* *Projects* – Lead on technical project looking at Meall A Buchaille and contribute to the Cairngorms Path Audit, John O Groats Trail and other projects across Scotland. Provision of Clerk Of Works services on path construction projects.
* *Volunteering* – Lead on the development, implementation and reporting of The Volunteer Maintenance and Adopt A Path programmes, to develop a wide range of Volunteering opportunities throughout Scotland.
* *Maintenance* – Co-ordinate and manage the maintenance programme carried out by contractors and volunteers
* *Car Parks:* Assist with car park projects and checks on outlying car parks at various locations (except Skye)
* *Ensure Statutory requirements* are met, particularly in relation to health, safety and environment.
* *Procurement* of goods and services to company standards as set by the procurement policy, including issuing tenders and briefs for quotes
* *Liaison* with interest groups including the landowners, local authorities, statutory bodies, contract companies, user groups and other stakeholders
* *Public Relations* – Work with OATS PR support to ensure that project milestones are marked with media events and contribute to the wider promotion of the Trust’s through social media.

# ESSENTIAL SKILLS:

* Experience of operating in the at least 2 of the following fields – *Volunteer development & management, Path work, Training within the Countryside/Conservation Sector; Interp/Promotion*
* Experience and/or knowledge of the Health Safety and Environment framework in relation to working in the countryside
* Physically fit, experienced outdoors person with ability to lone work in remote environments
* Organisational/follow through skills – the ability to prioritise and meet deadlines
* Experience preparing, editing, and producing proposals and technical reports
* Excellent oral and written communication skills
* Flexibility to work evenings and/or weekends as required
* Self-motivated with a work ethic that recognises the importance of initiative
* Full driving licence

# DESIRABLE SKILLS:

* Technical knowledge and experience of path work design, survey and implementation
* Experience of providing Clerk of Works service to construction sites
* Degree or equivalent in relevant subject area – e.g. Countryside, Environment or Engineering/Construction
* First Aid Qualified to lead groups

# HOURS OF WORK:

40 hours per week mostly between 0900 – 1700 including breaks. However the Outdoor Access Trust for Scotland operates a scheme of Flexible Working Hours. It is recognised that the post holder will be required to work out of normal hours on a number of occasions and time off in lieu of payment will be provided for this.

# ANNUAL LEAVE:

This post includes 36 days per year annual leave, and this includes all public holidays.

# DURATION:

This is a permanent appointment.

# Pension

A contributory pension is available via the North East Scotland pension scheme.

Applications via application form, please find the job description and advert on our website <https://www.outdooraccesstrustforscotland.org.uk/jobs/>. Completed applications to be returned to Admin@outdooraccesstrustforscotland.org.uk by no later than 5pm on 30th November 2023.