

## **Development Officer (John o' Groats Trail)**

2 Year Fixed Term Contract (extension dependent on funding)

£32,000 per annum

### **Job Description:**

**Position:** A fixed full-time 2-year contract with potential to extend if successful.

**Summary:** The Association of Northern Trails Scotland (ANTS) require a Development Officer to develop the next stages of the John o' Groats Trail: a 147-mile walking route from Inverness to John o' Groats. The goal is to develop the trail to a higher standard by obtaining further funding, organising volunteers, and making the charity more sustainable.

**Location:** East Coast of Caithness, Sutherland, and Easter Ross, plus Inverness. The position is home-based, and will require residence within the trail region.

**Responsible to:** The Board of Trustees of the Association of Northern Trails Scotland, through the Chairman with regular reporting required.

**Job Location:** This job will require homeworking, with support from ANTS with virtual and face to face meetings

**Vehicle:** The post holder will be required to provide a private vehicle for business use and will be reimbursed for work related mileage.

A contributory pension scheme is available for the successful candidate.

### **Job Purpose:**

To implement current Project Plan priorities

- Assist the trustees in planning and implementing the next phases of the John o' Groats Trail development
- Take main responsibility for developing new sources of revenue and capital funding

- Help promote the route to a wider audience
- Improve engagement and joint working building partnerships with land managers, farmers, crofters, communities and other relevant groups

### **Key Duties and Responsibilities:**

- Project management for delivery of trail capital projects that already have funding
- Identify new priority projects and explore possible sources of funding for their delivery, developing strong relationships with key funders and completing grant applications
- Establish sustainable systems for managing and maintaining trail infrastructure
- Update and develop the Project Plan in agreement with the group
- Develop sustainable sources of funding/fundraising for ANTS. Carry out and help with other fundraising activities as required, and increase the membership.
- Carry out administrative functions such as (but not limited to) maintaining risk register, insurance coverage, project tracking and reporting against planned work, and ensuring compliance with OSCR rules and other regulations

### **Other Duties and Responsibilities:**

- Promote the trail through press and media, social media, briefings and articles, and occasional talks
- Walk (and possibly cycle) portions of the trail in order to identify needed improvements and plan projects
- Organise and/or lead occasional volunteer activities (if qualified)

### **Skills and Experience:**

#### **Essential:**

- A self-motivated individual with a background in funding, managing and

promoting projects

- Proven track record in fundraising and good working knowledge of public and private funding sources
- Evidence of successful partnership working and community engagement
- Experience of promotion and marketing or comparable work
- Ability to work under own initiative as well as part of a wider team as the sole professional (at least at the outset) working with charity trustees and volunteers
- Excellent verbal and written communication with experience of public speaking
- Fully conversant with MS office with the ability to produce quality reports and spreadsheets and other documentation

**Desirable:**

- Ideally familiar with the north east of Scotland and with the trail
- Experience of trail development or comparable, e.g. countryside access or visitor management
- Experience of working with volunteers
- Experience of working directly with landowners and community groups
- Experience or knowledge of Scottish access rights and responsibilities under land reform legislation
- Experience of path construction and management or signage and waymarking

Applications should be made to [walk@jogt.org.uk](mailto:walk@jogt.org.uk). Please submit cover letter and CV as soon as possible. Applications will be considered on a rolling basis and we hope to fill the position by the end of June.