



## Job Description

Position Title: Trail Ranger

Summary: Provide Trail Ranger and Development Officer services for a small charity developing a very big project: a 147-mile walking route from Inverness to John o' Groats.

Form of contract: Contract for Services

Contract payment: £32,400 per annum, paid monthly in arrears pro-rata on an invoice basis (frequency negotiable)

Contract period: 1 calendar year

Contract hours: minimum 35 per week (7 per day) to include at least 1 weekend day per week on average. It is not expected to make overtime payments. Minimum 230 days total over contract period.

Location: East Coast of Caithness, Scotland

Responsible to: Board of Trustees of the Friends of the John o' Groats Trail, through the Chairman

Applications accepted: Through 26 October 2018 or until position filled

Send cover letter and CV to: [walk@jogt.org.uk](mailto:walk@jogt.org.uk)

## Job Purpose

- improve engagement and joint working with land managers, communities and other relevant groups
- Enhance the trail experience for users through ranger-led activities
- Directly participate in and lead trail construction and maintenance
- Assist the trustees in planning the next phases of trail development
- Assist in developing new sources of funding
- help promote the route to a wide audience

## **Key Duties and Responsibilities**

- Plan and lead walks along the trail and provide interpretation for walk attendees
- Give talks to local groups about the trail at various locations along the East Caithness Coast, and contribute to trail promotion more generally through information, publications, events, social media etc.
- Plan, organise, and supervise volunteer days which develop and maintain the trail
- Perform trail warden duties: walk the trail, identifying issues, and taking a proactive role in resolving them
- Work with landowners to establish and maintain good relations and resolve issues
- Help the trustees and consultants in planning the further development of the trail, and assist in such development by exploring possible sources of funding and completing grant applications

## **Other Duties**

- Responding to information requests from interested parties, and administrative duties to help progress key tasks
- Preparation & Distribution of Monthly Management Progress Reports to Trustees
- Semi-annual Presentation to Board of Trustees
- Because the Friends of the John o' Groats Trail is still a small charity, there is an occasional need for everyone from trustees to volunteers to the post holder, to do any ad hoc tasks that may arise

## **Essential attributes and experience**

- Walk leadership
- Project management
- Partnership working - landowners, communities, recreation and other groups
- Land manager negotiations and joint project working

- Excellent communications and public speaking skills, including engaging the public in an informative and friendly manner
- Organising and leading volunteers on practical tasks on the route
- Organising promotional events
- Path network or route development
- Natural and cultural heritage promotion and interpretation, and willing to learn and apply specific local knowledge for Caithness.
- Working knowledge of the Scottish Outdoor Access Code, access legislation, and other legal requirements specific to Scotland
- Ability to complete funding applications
- Budget management, IT literacy, and report writing
- Self-starter with ability to work alone in the field without supervision, and to work autonomously to further the purposes of the organisation
- Physically fit: the work requires walking on rough remote ground and practical work on the route

### **Desirable attributes and experiences**

- Strong leadership skills
- Practical experience of working with SOAC and access legislation
- Relevant qualifications in guiding hillwalks (Hill and Moorland Leader) and first aid
- Route marketing and promotion
- Social media and other internet tools

### **Other requirements**

- Must be located on the East Caithness coast for the duration of the contract
- Your residence will need to serve as your office and “base of operations” for small amounts of flyers, posters, tools and supplies
- Must be willing to work at least one day of most weekends.

- Must have own vehicle to use on all ranger business, capable of carrying tools and 5' wooden fence posts, but business mileage will be reimbursed at 45p per mile up to total contract cap of £3240.
- Must have own phone, computer, and internet connection for use on trail business, not reimbursable.