



Area Support Officer (South)



INFORMATION FOR APPLICANTS FOR THE POST OF AREA SUPPORT OFFICER (SOUTH)

Thank you for your interest in being our **Area Support Officer (South)**. This pack tells you more about the Ramblers, how we work, and details of the role and the people you'll be working with. It also gives information on how to apply.

About the Ramblers

The Ramblers helps everyone, everywhere, enjoy walking and protects the places we all love to walk. We are the only charity dedicated to looking after paths and green spaces, leading walks, opening up new places to explore and encouraging everyone to get outside and discover how walking boosts your health and your happiness.

Since 1935, the Ramblers have played a crucial role in:

- establishing National Parks
- establishing the first National Trail, the Pennine Way
- protecting paths and place them on definitive maps in England and Wales
- getting access to the countryside, including the Land Reform (Scotland) Act 2003, securing ancient freedoms and the Countryside and Rights of Way Act (2000) which opened up a million hectares of countryside in England and Wales
- helping people to go walking on friendly, group walks and with our and quality library of self-guided routes.

We are as relevant today as ever before. Our programmes and activities are many and varied. We provide:

- Self-guided routes for informal walking, including free, short routes for those new to walking
- Led group walks, including free health walks for those who need a helping hand to get started
- Outings, trips away and social events for our members
- Information and education to the public on places to walk, safety and equipment
- Advocacy and campaigning for a country designed for walking
- Monitoring and inspection of the path network and rights of access
- Maintenance and upgrading of path network

Volunteers are at the heart of everything we do. Other than small staff teams in London, Edinburgh and Cardiff, all our work is carried out by volunteers. Some 25,000 work 365 days a year, rain or shine, to deliver our mission.

This is an exciting time to be joining the Ramblers. In 2015, the Ramblers adopted a new vision and strategic framework. Under a new chief executive, we are developing strategies, approaches and plans to help us achieve it. Come and join us and be part of this vital period in our history.

Our vision and strategic framework

Our vision is a country where everyone enjoys the outdoors on foot and benefits from the experience.

Over the next ten years, we will focus on three ambitions to help us make our vision a reality:

A country designed for walking

We want everything to be in place in England, Scotland and Wales so we can all enjoy the outdoors on foot and benefit from the experience. This includes great places to walk; a true right to roam and path networks that connect people with communities, history, and nature; we want to ensure the right support from government, society, public and private organisations to help us achieve this. A walking country will enable and motivate more people to walk, as a means of transport, for their health and wellbeing, to help the environment or for the sheer joy of it!

Helping everyone find their feet

Walking can take you anywhere. We want to provide the support and resources everyone needs, regardless of their age, background, fitness or mobility, to enjoy and benefit from walking outdoors. We want to help construct the national and local policies and programmes that give individuals and communities the opportunity to go out and walk, and we want to educate them about how walking can improve their health and wellbeing.

Connecting people through the Ramblers

We want to improve the health and wellbeing of the public by providing our own communities of walkers with the best possible Ramblers experience. This includes leading high quality walks, facilitating outings and holidays that help people enjoy the best walking has to offer; producing expert resources so people can safely explore the outdoors themselves and connect with nature; and providing tailored support to individuals to help them progress from the sofa to the summits or the city street to the mountain peak.

We will do all this by leading from the front. Over the next ten years we will stand together with the outdoors community, inspire a new generation of walkers and continue to work in partnership to achieve our three ambitions.

Our priorities 2018 - 2021

As outlined in our strategic framework, we will “lead from the front” and invest in the five strategic priorities outlined below - to stimulate growth, to ensure continued value and relevance to our supporters, and to deliver our charitable aims over the coming decade.

We will invest in the five development priorities outlined below - to stimulate growth, ensure continued value and relevance to our supporters, and deliver our charitable aims over the coming decade.

TRANSFORMING OUR DATA, DIGITAL AND INSIGHT CAPABILITIES

We will create a suite of strategic capabilities including a data centre, insight hub, mobile apps and walk library with new creation and curation tools and a new website and communication system, to provide better insight and improved understanding of - and relevance to - to our supporters. This work will be led by our Director of Data Transformation and her team.

DEVELOPING A REGULAR CYCLE OF MAJOR CAMPAIGNS

We will deliver regular campaign activities throughout the year and innovative, awareness-raising approaches, to reach out and proactively involve supporters with our cause and deliver on our policy aims across all three nations. This work will be led by our Director of Advocacy and Engagement (A&E) and his team.

EXPANDING SUPPORT FOR VOLUNTEERING

We will develop our training, resources, policies and guidance for volunteers across the whole organisation. We will provide support for our walking activities, focusing on those delivering walks, path maintenance and area/group leadership volunteers. We will clarify and integrate our short health walks offer. This work will be led by our Director of Delivery and Development and her team.

GROWING MEMBERSHIP AND ASSOCIATED INCOME

We will put our members at the heart of our work. We will diversify our income through partnerships with individual supporters and with organisations such as the People's Postcode Lottery (PPL), Ramblers Walking Holidays, corporates and trusts; to continue to strengthen our financial position. This work will be led by our Director of Membership and Fundraising (M&F) and her team.

IMPROVING INTERNAL INFRASTRUCTURE

We will improve our in-house support systems (Finance, HR, telephony, video conferencing and remote access systems) through our Tapestry Programme. The upgrading of our foundational infrastructure will enhance our effectiveness and efficiency and help us deliver our mission. We will also develop a long term location strategy. This work will be led by our Director of Services and her team.

The operational priorities of the **Area Support** team are:

- To act as the key point of contact for Area Chairs and Secretaries and to assist areas in leading, coordinating and developing activities in their areas.
- Acting as relationships managers, signposting area queries to relevant Ramblers staff and helping areas realise opportunities, resolve issues at a local level, reporting on the impact and reporting back on essential data.
- The Area Support team provide a connected network of support to area committees, help them recruit volunteers into area roles, support volunteers in gaining new skills, and support areas and groups to grow their membership and succession plans.

- The Area Support team are developing a strategy to help areas flourish on behalf of the Ramblers and will cover topics including communication, alignment, best practice sharing, training provision, governance, fundraising, reporting and impact evaluation.
- The Area Support team provide support for areas including area role descriptions, volunteer role descriptions and inductions for new chairs and secretaries.

Our governance

At the heart of everything we do are our members who support our values and deliver the vast majority of our work by volunteering their time and energy. At our annual gathering, called the General Council, these volunteers elect a Board of Trustees who strategically run the charity on their behalf. Formally we are the Ramblers Association, but we operate as the Ramblers.

Whichever nation they call home, every member who joins us is part of Ramblers Great Britain. Ramblers Scotland and Ramblers Cymru operate independently but within the Ramblers GB family. Areas in Scotland and Wales elect a national council similar to the General Council. These councils elect an executive committee who set the strategic direction and policy for our work in Scotland and Wales. Our GB strategic framework and business plan are supported by equivalent documents for Ramblers Cymru and Ramblers Scotland.

Trustees delegate responsibility for the day to day management of the charity to our Chief Executive and her team.

The team

The Ramblers GB staff team comprises five divisions:

- chief executive's office – provides overall leadership to the organisation, supports local area leadership teams and makes sure our charity is governed effectively
- advocacy and engagement – lobbies and advocates on behalf of walkers, campaigns to bring about change for walkers, engages our supporters to help deliver our mission and generates income through fundraising
- delivery and development – helps get more people walking more often through member and non-member products and services including group walks, self-guided routes and path maintenance activities; ensures a consistent approach to the management and support of volunteers across the charity
- membership and fundraising – understanding the needs of our members and supporters, to recruit, retain and motivate our members so that we benefit from their loyalty, support and involvement with the charity. To lead fundraising activities to enable the charity to remain free to deliver its charitable aims.
- services – provides underpinning infrastructure to support the delivery of our mission, through finance, human resources, facilities, ICT and member recruitment and retention.

There are also teams in Ramblers Cymru and Ramblers Scotland, reporting via their directors, to the chief executive. These teams deliver the business plan for their nation.

We have frameworks which set out how work is delivered across our GB and national teams, to avoid duplication and maximise our efforts.

Our divisional structure does not neatly map to our strategic framework pillars. As a small organisation with big ambitions, all our work is delivered in a genuinely cross-team, collaborative way. Whichever division you join, you will have the opportunity to contribute to delivering all aspects of our mission.

Whichever team they're in, and wherever based, our staff all have a few things in common – a passion for walking and the outdoors, a love for our volunteers, and a commitment and resilience to make ambitious plans happen in a challenging environment.

The Role

We are looking for a highly skilled **Area Support Officer (South)**.

This is a project officer level role where you will be expected to help ensure the coordination and delivery of Ramblers activities in England. In the main, activities are delivered through a network of volunteer-led local groups who in turn are coordinated by committees of regional volunteers.

The role of area support officer is primarily focussed on the provision of support to a limited number of area committees to help volunteers meet the Ramblers aspirations for them.

This position is part of the division reporting to the Area Support Manager (ASM).

This is a fixed term role that is due to end on 30 September 2019 regardless of start date.

The location for this role may be home based with some attendance at our central office or office based (Vauxhall, London). Location will be subject to negotiation with the successful candidate

The Challenge

It is important that the successful candidate can

It is important that the successful candidate can demonstrate the following skills:

- A proven track record in managing and working with volunteers
- Experience of designing and delivering training and support
- Experience of dealing with difficult and challenging situations
- Ability to develop strong, collaborative relationships
- Excellent verbal and written communication skills with demonstrable attention to detail and the needs of different audiences
- Ability to analyse data and present reports
- Excellent IT skills and an ability to support others to use software and programmes
- Ability to work under pressure and to tight deadlines
- Ability to travel and to spend evenings and weekends away from home
- Interest in knowledge of walking or engaging people with the outdoors
- Experience of working for an organisation with a branch structure

At the same time, you will need to be passionate about the outdoors as we are, with the confidence, resilience and commitment to ensure plans happen.

Success Measures

You will be able to:

- Demonstrate that you understand and support the Ramblers' core values.
- Previous experience of successful stakeholder engagement.
- The ability to work with a wide range of people from different backgrounds.

The Division

The Delivery & Development Division provides strategic direction with regards to area support and vibrancy. Within the wider division this includes volunteer support, training and guidance.

Candidate Application Information

Initially please refer to the Role Profile (Job Description) below for this role to check that you meet the criteria in the "knowledge, skills and experience" section that are necessary for the job.

Then send us your CV and a covering letter along with the Equal Opps Monitoring form by midnight on 15 January 2019.

Shortlisting – 16/17 January 2019

Interviews – 23/24 January 2019

This can be e-mailed to recruitment@ramblers.org.uk or posted to:

***Human Resources
Ramblers
2nd Floor Camelford House
87-90 Albert Embankment
London
SE1 7TW***

Any applications arriving after this deadline will not be considered for shortlisting unless there are exceptional reasons.

Candidates with disabilities and special needs

Please tell us if there are any reasonable adjustments we can make to assist you in your application.

If you have a disability, which you would like us to take into account, please tell us about this when you apply. Please let us know if we can help and remember that you can request information in large print or in a different format.

Guidance for CV and cover letter submission

Please send an up to date relevant CV including contact details of two referees. Note: - we will not take up references before short-listing. Please also complete our Equal Opportunities Monitoring form by downloading from the jobs section of our web page <http://www.ramblers.org.uk/jobs.aspx>

This job pack contain information about the Ramblers, the job vacancy and the person required. You should read these carefully to make sure that the job and conditions are suitable.

It is our intention to appoint the best candidate for every vacancy in accordance with our Equal Opportunities Policy. To do this fairly, within the overall recruitment process at stages throughout the process we will need all candidates to provide relevant information about themselves. This information should be based on the criteria listed in the enclosed person specification and which are regarded as essential to the job.

Providing a covering letter is the most important part of your application. It should be used to tell us how you think you meet the selection criteria listed on the knowledge, skills and expertise section of the job description. Draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities which are relevant to the job. It may be easier to use headings relating to the requirements detailed in the person specification and demonstrate how you meet them.

Ensure your covering letter is no more than 2 pages long (2 sides of A4).

Whilst the application is by CV and covering letter, the successful candidate will be required to complete the Ramblers standard application form on appointment.

Equal Opportunities

The Ramblers is an equal opportunities employer. Candidates should note that our recruitment procedures are carried out in accordance with equal opportunities principles and selection is based on how well candidates meet the objective criteria, which are stated as the requirements for the job. We welcome applications from individuals regardless of race, gender, disability, gender re-assignment, marriage & civil partnership, sexual orientation and pregnancy or maternity

We ask that all candidates for this post complete the Equal Opportunities Monitoring Form available from the job page of our website - <http://www.ramblers.org.uk/jobs.aspx>, which will enable us to monitor the effectiveness of our Equal Opportunities Policy. The information is kept confidentially within the HR Department.

We regret that we are unable to acknowledge receipt of applications, but please telephone the HR Department on 020 3961 3300 if you want to check yours has been received. If you do not hear from us within four weeks of the closing date please assume that you have not been shortlisted.

Role Profile

Job Title: Area Support Officer (South)	Responsible to: Area Support Manager
Division: Delivery and Development	Responsible for: No staff
Contract: Fixed term (ASAP - 30 Sept 2019)	Hours: 35 per week including up to 12 weekends per year for delivery of GB services to the public, members and volunteers for which reasonable time off in lieu will be given
Band: 3	Location: Central Office, London and/or home based
Purpose of Role: This is a project officer level role where you will be expected to help ensure the coordination and delivery of Ramblers activities in England. In the main, activities are delivered through a network of volunteer-led local groups who in turn are coordinated by committees of regional area volunteers. The role of area support officer is primarily focussed on the provision of support to a limited number of area committees to help volunteers meet the Ramblers mission.	
Key Responsibilities: A proven track record in managing and working with volunteers <ul style="list-style-type: none"> • Experience of designing and delivering training and support • Experience of dealing with difficult and challenging situations • Ability to develop strong, collaborative relationships • Excellent verbal and written communication skills with demonstrable attention to detail and the needs of different audiences • Ability to analyse data and present reports • Excellent IT skills and an ability to support others to use software and programmes • Ability to work under pressure and to tight deadlines • Ability to travel and to spend evenings and weekends away from home • Interest in knowledge of walking or engaging people with the outdoors • Experience of working for an organisation with a branch structure To undertake such other duties as many be reasonably required of the post holder by the Ramblers.	

Decision-making

This is a project officer level role where you will be expected to help ensure the coordination and delivery of Ramblers activities in England. In the main, activities are delivered through a network of volunteer-led local groups who in turn are coordinated by committees of regional volunteers.

The role of area support officer is primarily focussed on the provision of support to a limited number of area committees to help volunteers meet the Ramblers aspirations for them.

This position is part of the Delivery and Development division reporting to the Area Support Manager (ASM).

Analysis and initiative

The solutions to issues or problems are not always obvious and investigation is needed before choosing a way forward. This is likely to involve interpreting existing standards, procedures, policies and technical or specialist guidance. Initiative is required to help find ways to improve working practices and procedures in own area of work.

Ramblers has a number of approaches to support the delivery officer:

- Tone of voice and style-guide for written communications
- Our approach to volunteering
- GB service delivery frameworks
- Guidance on roles, remit and aspirations for our areas.

Communicating

Post-holder will communicate with a wide range of colleagues and volunteers to provide support and guidance on their service areas.

People

Post holder may hold responsible for recruitment, work allocation, performance management and review of office volunteers.

Resources

No resources

Knowledge, skills and expertise

- A proven track record in managing and working with volunteers
- Experience of designing and delivering training and support
- Experience of dealing with difficult people
- Ability to develop strong, collaborative relationships
- Excellent verbal and written communication skills with demonstrable attention to detail and the needs of different audiences
- Ability to analyse data and present reports
- Excellent IT skills and an ability to support others to use software and programmes
- Ability to work under pressure and to tight deadlines
- Ability to travel and to spend evenings and weekends away from home
- Interest in knowledge of walking or engaging people with the outdoors
- Experience of working for an organisation with a branch structure

- Delivery and Development
- Volunteer Coordinator
- Ramblers area committees

Other essential requirements for the role-holder

Every member of staff is expected to show respect to their colleagues, our volunteers and members and to understand and adhere to the following:

- Ramblers Code of Conduct and Values
- Equality and Diversity Framework
- Health and Safety Policy
- ICT Security Policy

Staff should also ensure that they act in accordance with Ramblers Equalities Framework, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations, Fundraising Code of Practice, Ramblers financial instructions and UK employment law if applicable.

The details contained in the Role Profile, particularly the key responsibilities, reflect the content of the job at the date the document was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, Ramblers will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Every member of staff is expected to show respect to their colleagues, our volunteers and members and to understand and adhere to the following:

- Ramblers Code of Conduct and Values
- Equality and Diversity Framework
- Health and Safety Policy
- ICT Security Policy

Staff should also ensure that they act in accordance with The Data Protection Act 2018 and the Privacy and Electronic Communications Regulations 2003, Fundraising Code of Practice, Ramblers financial instructions and UK employment law if applicable.

The details contained in the Role Profile, particularly the key responsibilities, reflect the content of the job at the date the document was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, Ramblers will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Conditions of Employment

PAY

The commencing salary of this role is between £27,030 and £32,000 pa pro rata depending on experience

Cost of living increases are normally applied, subject to approval, in October each year. Salaries are paid on the 28th of each month via bank credit transfer.

We do not pay a separate allowance to homeworkers.

WORKING HOURS

The working week is currently 35 hours a week Monday to Friday. These may be varied by agreement with your line manager. For some roles, there will be occasions when these hours are exceeded for example some weekend working or a requirement to attend evening meetings. In such circumstances and in agreement with your line manager you may take reasonable time off in lieu. Overtime is not paid.

TRAVEL

For some roles, there is a requirement to travel across the nations and to regional offices (Cardiff and Edinburgh). There may also be, on occasion, the need for overnight stay. Reasonable travel and hotel expenses may be reclaimed using via Ramblers expenses procedures

LEAVE

Annual leave is 25 days per year plus paid holiday on statutory and other public holidays, this is pro rated for part time staff and staff on fixed term contracts. The Ramblers' office is closed on statutory holidays and from 24 December to 01 January inclusive. The office is also closed on 23 December when that day falls on a Monday; and on 02 January when that day falls on a Friday.

PENSION SCHEME

All staff will automatically be enrolled into a Group Personal Pension Scheme as part of our requirement to meet automatic enrolment legislation. According to the statutory requirements, employees will see 2.4% of their earnings going to their workplace pension. In turn Ramblers will be obliged to add a contribution that is the equivalent of 2% of your earnings. Tax relief adds another 0.6%. This statutory minimum increases in April 2019.

In addition, Ramblers currently offer a higher level of contributions at 6% of your basic salary, provided employees contribute at least 5%.

PROBATIONARY PERIOD

All new employees will be required to undertake a period of probation for three months, in which time you will be expected to establish your suitability for the post. At the end of this period and subject to a satisfactory performance you will be transferred to the established staff.

RAMBLERS MEMBERSHIP

All staff on successfully completing their probation get free Ramblers Membership. This gives you access to hundreds of group led walks every week, Ramblers Routes online library as well as four issues of Walk magazine a year. In addition you will be entitled to a host of membership discounts and offers.

TRADE UNION MEMBERSHIP

The Ramblers recognise the Union Unite. The Union has sole consultation rights within Ramblers for terms and conditions of employment and other matters concerning staff. The Ramblers encourages all employees to join the union.

FLEXIBLE WORKING

After 26 weeks continuous service, Ramblers will consider applications for flexible working arrangements.

The Ramblers will enable as many jobs to open to job sharing as is operationally practicable.

SEASON TICKET LOANS AND CYCLE TO WORK

The Ramblers operate a season ticket loan and cycle to work scheme (available after 3 months service).