



ramblers
at the heart of walking

Project Manager – Paths and Access Vision

Job Profile

Job Profile Title: Project Manager – Paths and Access Vision	Responsible to: Head of Policy and Advocacy
Department: Advocacy and Engagement	Responsible for: No direct reports
Contract: Fixed Term to end Dec 2022 (for duration of programme)	Hours: Full time - 35 hours per week
Band: 5	Location: Central London (home working during lockdown)
<p>Context and Purpose of Role:</p> <p>The project manager will lead a new Ramblers project that aims to increase understanding of the social and environmental value of the path network. The postholder will:</p> <ul style="list-style-type: none"> • Scope and deliver a research study to identify the benefits, barriers to and enablers of people using and enjoying the path network, working with an academic partner. • Establish what a world-class network of paths and access land looks like in practice, engaging with Ramblers’ volunteers, stakeholders and policymakers. • Develop a new Ramblers vision for improving the path network and our role in delivering this. <p>The project is funded by the People’s Postcode Lottery (PPL). It is one of four Ramblers’ projects delivered through the PPL Postcode Climate Challenge, with an overarching ambition to connect more people to nature via walking.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Research. Scope and manage the delivery of a significant piece of research into the public benefits of paths and access land, working with an academic partner. • Vision. Lead the development of a new Ramblers paths vision document, setting out our long-term ambitions around paths and access land. • Engagement. Engage Ramblers volunteers and external partners, including government and NGOs, in the project’s development and delivery. • Communication. Communicate research findings to stakeholders - for example, through presentations and work-shops – and work closely with the Ramblers communications team to promote the project more widely. 	

- **Influence.** Develop robust stakeholder influencing plans to ensure the project's findings are understood and implemented by policymakers and delivery bodies.
- **Path reporting.** Develop a method for assessing the current state of the path network. This will include reviewing the current Ramblers path reporting tool and scoping future method for monitoring and reporting issues on the path network.
- **Strategy and insight.** Use project insights to drive the Ramblers future strategy and vision for improving the path network, working with colleagues across the organisation.
- **Collaboration.** Work across the organisation to ensure that the development of the research and vision supports wider strategic objectives including advocacy goals, membership acquisition and volunteer roles.
- **Management.** Responsible for the creation and management of financial budgets, including delivering plans within budget and to agreed timescales.
- **Impact.** Track, monitor and report on KPIs associated to the project, to help make recommendations to enable effective refinement of the project.

To undertake such other duties as may be reasonably required of the post holder by the Ramblers.

Required skills and experience

- Experienced **project manager** with experience of delivering change.
- Interest in **walking** and/or being an advocate for the **outdoors and natural environment**.
- A **flexible and resilient approach** to project management, with an ability to explore opportunities and overcome challenges.
- Demonstrable ability to work with an academic partner to **deliver research to time and budget**.
- A team player, able to develop **collaborative, strong and effective working relationships**, including with volunteers.
- Ability to **negotiate and influence effectively**, and experience of to influence a range of audiences and stakeholders.
- **Inspiring communicator** with strong written and verbal communication skills.
- Excellent **problem-solving skills**, and a creative, strategic and and solution-focussed approach.
- Experience in developing **robust performance indicators**, measures and reporting frameworks.
- Experience of **managing budgets and assigning finite resources** to achieve a range of objectives.
- Experience of dealing with differing viewpoints and an ability to **balance different requirements to achieve consensus** or take decisions as required.
- Demonstrable ability to engage and **work collaboratively** with internal and external stakeholders.
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Desirable skills and experience

- Knowledge of some of the issues relating to **paths and access to the countryside**.
- Experience of campaigning or working in a campaigning organisation
- Experience in working with **volunteers**, with an understanding of volunteer motivations and needs.
- Experience working with geospatial systems/**digital maps** and mapping products.

Compensation and Benefits

- Competitive base salary and annual incremental pay rise (post probation)
- Free Ramblers membership on joining
- Flexible working
- Pension contribution
- Season Ticket loan
- Christmas office closure

Our Volunteers

Ramblers is a member-led organisation, with the majority of work led by volunteers and staff are expected to work closely with volunteers and to manage relationships with function specific volunteers. For example, campaigns staff work with campaigning volunteers, finance staff work with finance volunteers, walking operations staff work with walk leader volunteers etc.

The details contained in the job description, 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.

INFORMATION FOR APPLICANTS FOR THE POST OF - **Project Manager – Paths and Access Vision**

Thank you for your interest in our Project Manager – Paths and Vision role. This pack tells you more about the Ramblers, how we work.

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 placing 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 quality library of self-guided routes.

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

- A member app which enables members to access us wherever they are
- 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 20,000 work 365 days a year, rain or shine, to deliver our mission.

Benefits and further information

WORKING HOURS

The working week is currently **35 hours** Monday to Friday. The Ramblers office is open between 8 and 6 – your actual start time will be discussed with your line manager, but all staff are expected to be in the office between 10 am and 4 pm. 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 or weekend events. 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 stays. Reasonable travel and hotel expenses may be reclaimed using the 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. You do not need to take annual leave during the Christmas closure.

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 from April 2019, employees will see 5% of their earnings going to their workplace pension. In turn the Ramblers will be obliged to add a contribution that is the equivalent of 6% of your earnings.

In addition, the Ramblers currently offer a higher level of contributions.

PROBATIONARY PERIOD

All new employees will be required to undertake a period of probation for six 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.

THE RAMBLERS MEMBERSHIP

All staff on joining get free Membership of the Ramblers. 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.

PerkBox

All new starters on their first day have access to the Perkbox. This allows you to get great discounts from many high street and online retailers as well as having free perks. for example a free weekly coffee from café Nero.

PerkBox Medical

All new starters on their first day have access to PerkBox Medical. This will allow you to make On-demand GP appointments. As well as the ability to get prescriptions and referrals.

FLEXIBLE WORKING

After 26 weeks' continuous service, the Ramblers will consider applications for flexible working arrangements. The Ramblers will enable as many jobs to be 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).