



Head of Ramblers Operations

March 2019



INFORMATION FOR APPLICANTS FOR THE POST OF Head of Ramblers Operations

Thank you for your interest in being our **Head of Ramblers Operations**. 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 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 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 - 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 Operations and Volunteering 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.

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 six directorates:

- 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 generate income through fundraising
- operations and volunteering – 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.
- data & digital transformation – driving change through designing, developing & deploying data & digital capabilities for staff & volunteers
- services – provides underpinning infrastructure to support the delivery of our mission, through finance, human resources, facilities, ICT.

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 directorate 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 directorate 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 **Head of Ramblers Operations**.

This position is part of the Operations and Volunteering directorate reporting to the Director of Operations and Volunteering.

This is a new senior role to provide strategic leadership for four teams that deliver our high quality direct services to members. These include our 500+ walking groups, our amazing path maintenance teams who

keep the footpaths clear, Ramblers Walking for Health and all this is delivered through our 20,000 passionate volunteers.

A compelling leader, with the experience to lead a growing and fast paced operations team, set strategy and influence volunteers and staff, you will have substantial service delivery experience and the ambition to help us grow our reach and relevance.

The Head of Ramblers Operations will lead the Operations team and the strategy development, working in partnership with a group of 3,000+ leadership volunteers, who manage our thousands of volunteers throughout Great Britain. With volunteers across a broad range of activities, this work is mainly focussed on the leadership and management of our 59 Ramblers' Areas, Ramblers 870 walking groups and schemes, 200 path maintenance teams. In addition, there are two strategic programmes of work at present: Walk Leadership and Ramblers' Walking for Health.

The Operations team provides services that help people to enjoy the benefits of walking, being outdoors, and working with paths, land and access. Our walkers can be walking for social or wellbeing benefits, be first time walkers or experienced hikers. We support all members and walkers, whether they want to walk independently or in a group; in cities or the countryside.

The staff team works across a broad portfolio of services and activities, including group walking, mapping and routes, access and path maintenance work, walks for special interest groups and walk leadership and navigation. They also support and develop local area management, building volunteer skills and providing essential advice (such as insurance or first aid).

With the programme of Digital and Data Transformation, there are significant opportunities to develop and improve the operations function. The Head of Ramblers Operations will need to make sure that the support and processes in place for our current activities, including our volunteers, are appropriate and fit for purpose. At the same time, with new communities engaging with Ramblers' activities and our wanting to open the joys of walking to ever more people, the challenge of delivering on our ambitions will require energy and innovation.

The Challenge

It is important that the successful candidate can

- operate at a senior level with a proven track record in delivering a range of operational services ideally through volunteers. We have 20,000 volunteers and 100 staff who together support 106,000 members.
- Work effectively with volunteers, providing volunteer management across a variety of situations
- Lead culture change and deliver effective change management
- Share technical walking knowledge/skills or experience of delivering a physical activity programme or a wider outdoor qualification/skills
- Feels comfortable to manage serious issues/complaints and implementing risk management strategies
- Grab new technology and digital tools and make them effective and fun for volunteers

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

Success Measures

You will be able to:

- Develop and deliver a strategic plan which grows organisational capacity and capability
- Ensure the Ramblers provides a consistently great service to all our groups/units and work
- Improve the way Ramblers operates and gets more people involved with walking, mapping, path maintenance, groups and projects.
- Support all the groups/units to use new technology and reach more people
- Evolve and diversify the operating model to enable more people to get out of doors and enjoy nature
- Lead and manage four teams, programmes and projects in Operations
- Demonstrate that you understand and support the Ramblers' core values.

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 Sunday 14 April 2019, midnight

Shortlisting – w/c 15 April 2019
Interviews – 1-3 May 2019 - TBC

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: Head of Ramblers Operations	Responsible to: Director of Operations and Volunteering
Division: Operations and Volunteering	Responsible for: Direct reports and their teams (18 staff) <ul style="list-style-type: none"> • Area Support Manager • Delivery Manager • Walk Leadership Manager • Short Group Walks Manager (Ramblers Walking for Health)
Contract: Permanent	Hours: Full Time (35 hours per week) This role will require additional travel in GB, overnight stays, occasional weekend and evening working, for which reasonable time of in lieu will be given.
Band: 6	Location: Central Office, London
Purpose of Role: The Head of Ramblers Operations will develop and deliver a strategic plan for Operations which grows organisational capacity and capability. A focus is to ensure the Ramblers provides a consistently great service to all our groups/units and work; working with colleagues and the Senior Leadership Team, across Scotland, Wales and England. The post holder will work in co-production with the volunteer leadership to improve the way Ramblers operates and gets more people involved with walking, mapping, path maintenance, groups and projects. They are future focused to evolve and diversify the operating model to enable more people to get out of doors and enjoy nature, working with the Membership Team. They are accountable for the leadership and management of four teams, programmes and projects in Operations, which are Area Support, Delivery, Short Group Walks (known as Ramblers Walking For Health) and Walk Leadership, with matrix relationships with staff in Scotland and Wales.	
Key Responsibilities: Operations and Service Delivery <ul style="list-style-type: none"> • Provide strategic direction for the delivery and growth of Operations: group walking, mapping and routes, access and path maintenance work, area management and skills, walk leadership and navigation, walks for special interest groups, advice and essential services like insurance or first aid • Develop and implement policy, procedures, guidance to be future-ready, and fully compliant with legislation/good practice • Ensure the organisation supports and implements best practice in delivering group walking • Lead the development of digital interfaces for walking, using contemporary capabilities in tech and digital 	

- Working with the Volunteering team, provide excellent support and management to volunteers across operations, providing timely advice, accessible learning and training, and concise resources.
- Oversee the management of incidents from initial notification, through follow up and to closure, leading operations to respond to problems, provide trouble shooting advice/support and ensuring this is aligned with risk/reputation management and policies.
- In conjunction with SLT sponsor, improve the approach to access, equality, diversity and inclusion.
- Work with the Head of Membership to align operational growth and membership planning and ensure alignment between member and volunteer pipelines

Culture Change and Strategy for Operations

- In collaboration with the Director of Operations and Volunteering, develop and implement the Operations strategy and rolling business plan, to support the aims of Ramblers.
- Contribute to overall strategic planning of the organisation.
- Work in partnership with volunteers to encourage and support the creation and implementation of national, regional, area and local growth plans to support the delivery of the Ramblers strategy and culture change.
- Be a change champion and innovator to lead and support the development, evolution and diversification of operations including how we engage with volunteers delivering on this.
- Monitor, evaluate and improve the effectiveness of operations at Ramblers, taking an agile and continuous improvement approach; including supporting the digital and data transformation
- Engage with internal and external stakeholders in identifying priorities, emerging needs and solutions, ensuring the effective sharing of these and gaining buy-in.
- Evolve Ramblers Walking for Health and identify a sustainable future for the scheme, together with the current funder.
- In conjunction with the Head of Volunteering Development, review and plan the delivery of skills, learning and training for volunteers in operational roles.
- Work with the Heads of Fundraising, Membership and Engagement to capitalise on opportunities to build public profile, develop partnerships and grow income.

Leadership, Management, Budgets and Reporting

- Bring strong leadership and management to the operations team. Build capacity and expertise, managing the performance and personal development of the teams.
- Build an integrated Operations team with a collective sense of purpose. Create a culture of cross team collaboration and communication.
- Develop and implement annual/multi-year business plans, programme/project plans and KPIs to meet the needs of the organisation.
- Create and manage financial budgets and multi-year forecasts, delivering plans within budget and to agreed timescales. Manage programme budgets, funding relationships and reporting.
- Lead the monitoring, evaluation and impact of the operations plans and programmes.
- Model leadership behaviours – building relationships at all levels, facilitating co-operation, and acting with integrity and professionalism.

General

- Represents Ramblers with external agencies and organisations as appropriate and share knowledge to support growth and innovation.
- Deliver support in line with Ramblers values, code of conduct, vision, strategic framework, business plan, policies and procedures.
- Represents Ramblers with external agencies and organisations as appropriate and share knowledge to support growth and innovation.

- Deliver support in line with Ramblers values, code of conduct, vision, strategic framework, business plan, policies and procedures.
- Carry out any reasonable requests made that are within the broad remit of the role
- Work flexibly, occasionally having to work early or late and be away for some volunteer meetings/events as required to fulfil the demands of the role.
- Ability to travel in GB and have occasional overnight stays, and some weekend working
- Deputise for the Director of Operations and Volunteering, as required.
- To undertake such other duties as many be reasonably required of the post holder by the Ramblers.

Decision-making

- This role is pivotal to achieving the Ramblers' long-term strategic goal of 'Helping Everyone Find Their Feet and Creating a Country for Walking' and the post holder will be expected to translate the Ramblers strategy into operational deliverables.
- The post holder will make significant strategic decisions about how best to invest resources across various areas - including operations systems and services
- The post holder will make strategic recommendations, with overall direction and high-level objectives and targets being agreed with the Director of Operations and Volunteering, the Senior Leadership Team (SLT) and Board of Trustees as part of the annual business planning cycle.
- The post holder will report into the Director of Operations and Volunteering and will be expected to provide regular progress reports to the SLT, board working groups and (occasionally) to the Board of Trustees.

Analysis and initiative

- The post holder will need to be a problem-solver, able to take a holistic view and develop and deliver a new operations team and strategy, to achieve strategic goals and anticipate long term trends. It is expected that risks and benefits of alternative options will be considered before choosing the best approach.
- The post holder must be a self-starter, able to bring new and innovative ways of working to a new team environment, embedding new policy, frameworks, processes and guidelines.
- The post holder will identify innovative new approaches, amend existing working practices and apply creative solutions to champion the voices of volunteers and develop roles/products and services to meet local operational needs as well as the organizational ones.

Communicating

- The post-holder will communicate confidently with a wide range of staff, trustees, volunteers, members, external partners and agencies.
- The post holder will be required to positively promote the Ramblers in a wide range of public and organisational settings to enhance the organisation's reputation and public profile
- The post-holder will be required to maintain existing and create new strategic partnerships where appropriate, including working with funders.

People

- The post holder will ensure the management and support of Ramblers operations volunteers.
- The post-holder will be directly responsible for the leadership and development of a team of operations professionals.

- They will also have responsibility for ensuring that all staff, trustees and volunteers are alive to the voices and needs of our volunteers, building a unified approach to transformation and growth.
- The post-holder will be the go-to expert for Operations and Walking, working closely with the Heads of all teams to ensure operations is positioned appropriately to internal and external audiences.

Resources

- The post holder will be accountable for ensuring operations' work is legal and safe, ensuring we provide great volunteer management in operations and changing the culture
- The post-holder will be accountable (with delegated authority) for leading and overseeing all operations activities, programme management and projects, together with the budgets. They will be accountable for delivering a future facing approach to operations and service delivery, influencing the way the whole organisation works, and growing Ramblers operations.

Knowledge, skills and expertise (person spec)

Essential Criteria

- Experience of operating at a senior level with a proven track record in delivering a range of operational services and support (ideally through volunteers)
- Substantial experience of working with volunteers, providing volunteer management and across a variety of situations
- Experience of leading culture change and delivering effective change management including overseeing new processes and systems (ideally with volunteers)
- Technical walking knowledge/skills or experience of delivering a physical activity programme or a wider outdoor qualification/skills
- Experience of leading/motivating/inspiring/managing diverse teams
- Substantial experience of programme management and stakeholder communications ideally in collaboration with external partners/funders
- Experience of managing serious issues/complaints and implementing risk management strategies
- Experience of developing and working with new technology and digital
- Experience of developing/managing/monitoring multiple budgets and reports
- Commitment to the work of Ramblers: a passion for supporting and engaging with volunteers and the wider public with the Ramblers mission to help everyone to enjoy the outdoors on foot.
- Education, training and continual professional development relevant to the scope of responsibilities of the Head of Ramblers Operations

Desirable Criteria

- A. Experience of working in a volunteer led membership organisation
- B. Experience of working with fundraising teams to develop funding proposals
- C. Experience of working with membership teams to align operational growth and membership planning, to support the growth of the services

Skills/Competencies

1. Skilled at building confidence and effective working relationships with volunteers and staff at all levels, using a co-operative and open working style to build trust
2. Excellent critical thinking, strategic planning and problem-solving skills
3. Ability to manage a range of diverse projects and external agencies simultaneously

4. Ability to manage risk, and ensure achievement of objectives within financial and other constraints
5. Excellent written and verbal communications skills, including the ability to successfully communicate with a range of people and present effectively to a wide range of audiences
6. A genuine and demonstrable commitment to the values and ethos of the Ramblers

Practical

The post holder is expected to travel throughout GB and make occasional overnight stays. There will be a requirement to attend some meetings and events outside of office hours, at the evenings and some weekends for which reasonable time of in lieu will be given.

Key Contacts

Internal:

- Director of Operations and Volunteering
- Head of Volunteering Development, Head of teams
- Senior Leadership Team
- Staff Team (including direct reports, Data & Digital Transformation department, Advocacy and Engagement department, Membership and Fundraising department, Devolved Nations (Wales & Scotland), Services department)
- All Volunteers (including Area and Group representatives)
- Trustees

External:

- Members and supporters
- Existing and potential partners
- Suppliers
- Professional and peer networks
- The public - to attract new volunteers and members

Other essential requirements for the role-holder

Ramblers is a member-led organisation, with the majority of work led by volunteers and all 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.

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 £48,000 to £53,000 pa 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 Monday to Friday, 35 hours per week. 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 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 from April 2019, employees will see 5% of their earnings going to their workplace pension. In turn Ramblers will be obliged to add a contribution that is the equivalent of 3% of your earnings.

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 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.

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 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).