



ramblers
at the heart of walking

Project Manager - Paths to wellbeing

Job Profile – Ramblers Cymru, Paths to Wellbeing Project Manager (Wales)

Job Profile Title: Paths to Wellbeing Project Manager	Responsible to: Head of Policy & Advocacy (Wales)
Department: Wales	Responsible for: 2 x Team leaders FT
Contract: Fixed term to May 2023	Hours: 35
Band: 5 (£30,750- £34,500)	Location: Wales Office & flexible homeworking role
<p>Purpose of Role:</p> <p>Paths to Wellbeing is a significant project which goes to the heart of the Ramblers’ charitable objectives and our strategic aim of seeing ‘walking at the heart of communities’. This collaborative project, involving internal and external stakeholders, is focused, pan Wales, across 6 regions. The project will facilitate community volunteering to enhance local green spaces, nature and access, in partnership with local authorities, environmental NGO’s and local communities in line with strategic plans and business objectives of partners and Ramblers Cymru.</p> <p>The Paths to Wellbeing (P2W) Project Manager will lead this 2-year project, with the support of a team of 12 staff. They will be responsible for public and community engagement; volunteer training, guidance and support; and management of external partnerships.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Refine and implement the 2-year project plan • Present an exit strategy showing sustainable outcomes. • Manage a team of 12 staff, 4 direct reports. • Refine the project timeline to ensure that P2W is implemented sustainably, taking into account the wider resource commitments of the Ramblers and partners • In collaboration with partners and wider Ramblers GB team, develop and implement a strategy to ensure the continuing financial viability of P2W outcomes • Work across the organisation to ensure that the implementation of P2W supports wider strategic objectives including membership/supporter acquisition and changes to volunteer management and volunteer training processes. 	

- Work with the IT and Data and Digital Transformation teams. And lead on the monitoring and evaluation of the project.
- Responsibility for the creation and management of financial budgets for P2W including delivering plans within budget and to agreed timescales and reporting back to Welsh Government.
- Ensure the key performance indicators are strengthened and met to the funders' satisfaction.
- Maintain and regularly monitor and evaluate the project risk register
- The post holder will be responsible for liaison between Cardiff University and the PhD studentship that is linked to the P2W project. The post-holder will be required to develop and maintain relevant professional relationships on behalf of the organisation. The post-holder will be expected to identify and foster new partnerships to ensure that the Ramblers makes the most of this opportunity to grow for the benefit of all.

Decision-making:

- The post-holder will be responsible for the day-to-day management of P2W and their own workload and will be required to make decisions in relation to the programme which are not governed by existing procedures and guidance.
- Through monitoring & evaluating make key decisions to see agreed outcomes/outputs reached
- The post holder will prepare and present reports through the governance structure
The post holder will formulate strategic recommendations

Analysis and initiative:

- Having strong problem-solving skills, the post-holder will identify any changes to the project and act accordingly. They will be expected to analyse and clearly articulate the risks and benefits of any approach and be able to convincingly champion new approaches to ensure the agreed project outcomes.
- P2W has several partners. These are both public and third sector and the post holder will be expected to work across all key strategic access and environmental plans.
- The post-holder will be expected to understand and evaluate the impact of external factors on P2W (such as COVID 19)

Communicating:

- The post-holder will be a strong advocate and champion for P2W (and the Ramblers as a whole) and will be required to communicate confidently and persuasively with a wide range of staff, trustees, external partners and agencies.
- Post holder must be able to motivate a 'homeworking team'

People:

- The post holder will be responsible for 4 staff, Team leaders FT x 2, Monitoring officer PT, Finance officer PT. The Team leaders will each be responsible for 3 FT Regional officers.
- The post-holder will be expected to manage external relationships including formal partnerships with other organisations as part of this project.

Resources

- The post-holder will be accountable (with delegated authority) for managing all the financial aspects of the core P2W budget (P2W has a designated budget provided by an external funder -Welsh Governments Rural Development Programme).

Required skills and experience:

Essentials

- Enthusiastic and experienced project management professional with a recognised qualification in project management or equivalent demonstrable experience.

- Experience of managing complex projects and programmes which includes diverse elements & partnerships (including IT).
- Ability to negotiate and influence effectively, with strong written and verbal communication skills, to influence a range of audiences and stakeholders including external influencers, trustees, partners and suppliers.
- Excellent problem-solving skills, innovative and solutions-focussed, with the ability to work under pressure and to tight deadlines.
- Experience in developing & managing robust performance indicators, measures and reporting frameworks.
- Experience of managing significant budgets
- Excellent communication skills, both oral and via written reports.
- A team player, able to develop collaborative, strong and effective working relationships.
- Experience of dealing with differing viewpoints and an ability to balance different requirements to achieve consensus or take decisions as required.
- Excellent time management skills and experience of managing multiple work streams.
- Demonstrable ability to work collaboratively and positively with key stakeholders, including funders, suppliers and partners.
- Ability to identify external strategic opportunities and to analyse and mitigate against external challenges.
- Commitment to ensuring that knowledge and skills are up-to-date and a strong dedication to their own personal development.
- Understanding of, or a willingness to learn about, walking issues.
- Facility to work flexible and unsocial hours including weekends as and when required.

Desirable skills and experience:

- Welsh speaker
- Experience of managing EU funded projects
- Knowledge of RoW legislation
- Experience of Volunteer Management
- Knowledge of the Third sector

Compensation and Benefits:

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

Our Volunteers:

Ramblers is a member-led organisation, with the majority of work led by our volunteers. Staff are expected to work closely with volunteers and to manage relationships with function specific volunteers. For example, campaign 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 PATHS TO WELLBEING

Thank you for your interest in our Paths to wellbeing role. 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.

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
- establishing the Wales Coast Path 2012
- 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.

Our vision and strategic framework

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

In addition Wales vision includes

Putting walking at the heart of communities

The ambition is to have communities who understand that the path network and right to access the landscape are a true community asset and an integral part of our heritage and culture.

Whether a community is in sparsely populated rural areas or densely populated cities of Wales, we will work with communities to ensure that people are encouraged to enjoy the great Welsh outdoors.

We will support communities to protect, enhance and develop their path networks and access to improve the communities health, happiness and connection to place.

We will do all this by leading from the front. 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 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

Ramblers Cymru has a small energetic team that supports the vision of the nation as does Ramblers Scotland. The nations form part of the

Ramblers GB friendly staff team comprises six directorates:

- chief executive's office – provides overall leadership to the organisation 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 and maintains our public profile;
- 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 – works to understand the needs of our members and supporters and to recruit, retain and motivate our members so that we benefit from their loyalty, support and involvement with the charity. Also leads fundraising activities to enable the charity to remain free to deliver its charitable aims;
- data digital and technology – drives change through designing, developing & deploying data & digital capabilities for staff & volunteers and also managing our ICT provision;
- services – provides underpinning infrastructure to support the delivery of our mission, through finance, human resources, facilities and data protection.

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.

Candidate Application Information

Application is by CV and a covering letter.

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

Closing date – 3rd May 2021

Interviews – 12th May 2021

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 only take up references after we make a conditional job offer. 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>

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.

We regret that we are unable to acknowledge receipt of applications. If you do not hear from us within four weeks of the closing date, please assume that you have not been shortlisted.

Conditions of Employment

PAY

The commencing salary of this role is between £30,750 - £34,500 pa depending on experience

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 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 3% of your earnings.

In addition, the 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.

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.

TRADE UNION MEMBERSHIP

The Ramblers recognise the Union Unite. The Union has sole consultation rights within the 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, 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).