



ramblers
at the heart of walking

Governance & Events Administrator Scotland

JOB PACK



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INFORMATION FOR APPLICANTS:

What we do

The Ramblers open the way for everyone to enjoy the simple pleasures of walking. And we step up to protect the places we all love to wander.

When you join the Ramblers team, you're joining a talented, dedicated group of people with a passion for walking and the outdoors. Every one of us has a commitment and resilience to bring ambitious plans to life and a huge appreciation for the volunteers, members and supporters who help us make it happen.

Since 1935, we've been doing everything we can to make sure everyone everywhere can enjoy nature on foot. Today we're Britain's biggest and most vibrant walking community too.

We lead the way, and the walks, for a community of 100,000 walkers. And we help thousands more every year find their feet out in the open to boost their wellbeing naturally.

The Ramblers is a charity dedicated to removing barriers so everyone can enjoy walking in green spaces and to preserving and improving over 180,000 miles of well-loved paths, tracks and trails across England, Scotland, and Wales. We're committed to campaigning to keep our countryside open to all and to fighting for the things that matter most to walkers.

Our successes

We fought to establish National Parks and National Trails – and we won. And we successfully campaigned for everyone to enjoy Britain's coastline on foot. We've helped open up vast swathes of the British countryside which was out of bounds, and we made sure laws were amended and added to keep it that way.

Our future focus

There's still more to do. So, we continue to secure support from government and help construct national and local policies and programmes to build a future fit for everyone everywhere to walk outdoors. We keep on engaging communities and organisations across England, Scotland, and Wales to help us achieve our ambitions. And we're opening up a world of walking opportunities for even more people. You can read our vision and strategic framework [here](#).

Together, we achieve much more.

While we're a small staff team, we achieve big things with the help of people who believe in our cause, like our members, volunteers, campaigners, funders, and partners. Together, we've already achieved significant success and we have ambitious plans for the future.

How we are run

As a charity, the Ramblers is governed by a board of trustees which comprises up to 15 members. Collectively the trustees are responsible for strategic oversight of the organisation and ensuring that our range of activities support our charitable purposes.

In addition to local Groups and regional Areas across Great Britain, under our devolution agreements, substantial authority is devolved to Ramblers Scotland and Ramblers Cymru.

Volunteers

Volunteers are our driving force. Without their hard work and dedication, we simply wouldn't exist. Some 22,000 people generously give their time come rain or shine, to make a difference to the things that matter most to walkers.

The team

The Ramblers has a staff team of over 100 people based at home or who work from our offices in London, Edinburgh, and Cardiff. We have six main Directorates:

The Chief Executive Office provides overall leadership to the organisation, supports the trustees and manages the charity day-to-day, ensuring it's governed effectively.

Operations & Advocacy lobbies and advocates on behalf of walkers, campaigns to bring about change. In addition the team also helps more people get out walking more often through member and non-member products and services such as group walks, self-guided routes, and path maintenance activities.

People & Organisation Development consists of not only the HR function but the Volunteering specialists, who manage and support our many volunteers across the organisation.

Income & Fundraising team deliver long-term, sustainable income and growth to deliver our mission. They form and nurture valuable partnerships with Ramblers' members, individual supporters, corporates, trusts, statutory bodies and manage our society lottery. In addition, they are responsible for the Ramblers brand and external communications channels to raise our public profile.

Finance, Performance and Impact drives better ways of working through providing financial support, designing, developing, and deploying data and digital solutions, as well as managing every aspect of our IT.

Job Profile Title: Governance and Events Administrator	Responsible to: Director – Scotland
Department: Operations and Advocacy	Responsible for: n/a
Contract: Permanent	Hours: 35
Band: 3	Location: Scotland
<p>Purpose of Role: To ensure Ramblers Scotland is well run and governed through administrative support to the Ramblers Scotland Strategic Committee and Scottish Council. To deliver administrative support to the Director for Scotland and all Ramblers Scotland events, managing online platforms and data associated with events. First point of contact for external enquiries as well as the running of the Scotland office and Ramblers Scotland systems.</p>	
<p>Key Responsibilities:</p> <ol style="list-style-type: none"> 1. Ensure that the Ramblers Scotland Strategic Committee’s administrative needs are met and that regular meetings are well planned and paperwork provided in a timely fashion. 2. Ensure that minutes for the Ramblers Scotland Strategic Committee’s meetings are accurate and shared, circulated and uploaded in a timely fashion. 3. Support the Ramblers Scotland Strategic Committee to strengthen its governance capacity through skills development, improving induction processes and other actions as agreed by the Committee. 4. Upload content and develop simple web-pages to support Governance activities and Ramblers Scotland events, with the support of the Engagement and Communications Manager 5. Provide “first point of contact” support to public enquiries and visitors to the Ramblers Scotland office. 6. Monitor the scotland@ramblers.org.uk inbox and action emails appropriately. 7. Support the Ramblers Scotland team to plan and deliver Scottish Council effectively, creating processes that maximise the ease of event delivery. 8. Provide administrative support for other Ramblers Scotland events 9. Manage and process deliveries and invoices related to the organisation of the Ramblers Scotland office 10. Utilise Ramblers GB data management tools (Insight Hub, Open Engage) to manage information requests from the Director for Scotland 11. Provide light-touch PA support for the Director for Scotland when requested (e.g. organising travel logistics, managing expenses claims) 12. Develop and implement administrative systems to support the smooth running of the Ramblers Scotland office. 	
<p>Required skills and experience</p> <p>Organise yourself and manage your time, including juggling competing priorities, whether working in a busy office environment or at home</p>	

Support formal decision-making processes by analysing information and presenting clear recommendations with a strong rationale

Co-ordinate the organisation of a major event including all logistical arrangements, and liaising with suppliers and colleagues

Experience of co-ordinating formal meetings, including using a variety of digital tools such as video-conferencing platforms

Development and operation of suitable admin systems, including finance and budgeting

Communicate effectively in person and in writing with a range of audiences internally and externally, including staff at all levels, volunteers, members, and the general public

Attention to detail including the ability to take accurate minutes and incorporate feedback from multiple sources into a single document.

Work collaboratively with different teams across an organisation and with volunteers

Desirable skills and experience

Experience of working in a voluntary sector or membership organisation

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.

Terms of Appointment

Salary	The salary range for this role is £20,800-£25,600 per annum (FTE)
Location	This role will be based from home with regular working days at the Edinburgh Office (1-3 days per week).
Pension	We offer a contributory pension scheme
Annual leave	25 days annual leave, plus bank holidays and additional office closure at Christmas
Working hours	35 hours per week, Monday to Friday.
Additional Benefits	Season ticket loan; Access to Perkbox – includes 200 exclusive perks and benefits; Employee Assistance Programme and online GP access.

Candidate Application Information

Send us your CV and a cover letter summary of why you think you have the skills and experience for this role to recruitment@ramblers.org.uk by 12th September 2021.

We will review all applications and confirm by email whether we are going to be taking you through to interview stage.

Equal Opportunities

The Ramblers welcome all sections of the community to work with us to achieve our vision. All applicants will have fair and equal access to recruitment and selection opportunities based solely on their abilities.

If you have a disability, which you would like us to consider, 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.

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.

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.

We regret that we are unable to acknowledge receipt of applications but contact HR team on recruitment@ramblers.org.uk if you want to check your application 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.