

West Cairngorms Project Access Officer

Job Description

Job Identity

Post Title	West Cairngorms Access Projects Officer
Grade	Practitioner I (SCP 51-55) £23,833 – £25,289
Contract term	To end March 2011 (extension likely, though dependent on funding)
Reports to	Trust Manager

Job Purpose

To develop and deliver COATs outdoors access projects throughout the West Cairngorms and surrounding area.

Duties

- Assess, survey path sites and prepare costs using recognised industry techniques
- Develop technical path specifications to recognised industry standards
- Manage tendering process and contracts for outdoors access projects to statutory and company standards
- Supervise path contracts and ensure quality standards of site works
- Ensure statutory obligations are met on work sites for health and safety; planning, natural and cultural heritage; and environment
- Liaise with landowners, affiliate groups, clients and statutory organisations in the delivery of outdoors access projects
- Liaise with site agents, site managers, community groups and others in the development potential projects
- Draw up / oversee plans, designs, specifications, quotations and costs for the development of a range of related signage and visitor information, and manage their development and installation.
- Provide / assist interpretive consultants with research material, artwork, maps, photos, text and layout as required, and oversee the development and production of walking and cycling leaflets, map boards and other interpretive projects.
- Develop and implement maintenance schedules for upland and low ground paths in the West Cairngorms area
- Undertake any other supporting tasks in relation to the work of the Cairngorms Outdoors Access Trust.

Person Specification

Essential criteria

- Proven working knowledge of path construction techniques, maintenance and practical implementation; path surfaces, structures, way-marking etc.
- Relevant experience of outdoor access or countryside management projects, and a good level of knowledge of outdoor access and access legislation.
- Proven written and oral communication skills; report and letter writing, meetings and giving presentations.
- Interpersonal skills: ability to work with others as part of a project team: ability to liaise and communicate with farmers, landowners, users and local community groups in an effective and diplomatic manner.
- Full driving licence and access to vehicle.
- Physically fit and able to walk and survey routes and supervise work on the ground.
- Ability to work on own initiative, self-motivation and resourcefulness.
- Willingness to attend evening and weekend meetings as required.
- Computer literacy (Word and Excel essential).

Desirable criteria

- Countryside management qualification
- Experience of working with land managers, communities, public agencies, user and interest groups relating to access work.
- Familiarity with the Cairngorms National Park area.
- Working knowledge of statutory requirements in relation to site work: Health and Safety, Heritage and Environment
- Knowledge and experience of supervising, developing and delivering interpretive projects.
- Preparation of contract documentation, specifications, costings and briefs, and managing pathwork contracts.
- Experience of Microsoft Access, Adobe Dreamweaver and Acrobat Professional