



Applying for the Information Officer Post

Thanks for your interest in this job. This document includes the job description and person specification for our new information officer post and explains the application process. We look forward to receiving your application.

How to Apply

Closing date: **Sunday 6 August 2023.**

Send an **application letter** (maximum of 2 sides of A4) explaining why this is the job for you and a **current CV** to recruitment@scotways.com.

Interview process

Interviews will be carried out in central Edinburgh during the week beginning 28 August 2023. If you have not heard from us by 25 August, you should assume that your application has been unsuccessful.

Each candidate will be asked to make a presentation on a set subject which will be sent out with the invitation to interview. Candidates may choose to support their presentation with PowerPoint slides or other materials.

The successful candidate

The successful candidate will be notified as soon as possible after the interview at which point their references and right to work in the UK will be checked and confirmed.



About the Society

Information Officer Job Specification

The Scottish Rights of Way and Access Society – ScotWays – works to protect public outdoor access in Scotland. It is a voluntary membership body and a charitable company limited by guarantee. Originally set up in Edinburgh in 1845, it is probably the world's oldest-established outdoor access organisation.

ScotWays is overseen by a Board of voluntary Directors drawn from around Scotland. A small, dedicated staff team, supported by volunteers, runs the organisation from a central Edinburgh office. Another band of volunteers across Scotland represent ScotWays on local access issues and carry out practical tasks such as checking access routes and installing signposts.

Further details about ScotWays and its work can be found on our website at scotways.com.

The context and aims of this post

This new post will be responsible for and manage our hard copy and digital information including the highly regarded CROW (Catalogue of Rights of Way), Heritage Paths, our paths history database, and Ken, the ScotWays Knowledge Base. The post holder will ensure that all our documents are catalogued and summarised as necessary to improve access to information, and will also create and maintain formal processes for holding and updating information, using current technology as appropriate. Working with others, including volunteers, the post holder will look to improve our records through researching path history and usage across Scotland including reviewing local and national archives, road orders, the list of public roads, outdoor publications, reports and legal documents.

Reporting structure: Line manager is the Chief Operating Officer.

The scope of the post: The precise content and balance of priorities in the work programme of the post will be subject to review with the Chief Operating Officer, the Board and the appropriate subcommittees.

- **Data management:** to create and maintain the ScotWays hardcopy and digital archives, including:
 - Creating and maintaining a searchable record of ScotWays' hardcopy and digital records.
 - Identifying, creating and managing links between different data resources.
 - Securing the long-term viability of ScotWays' data.
 - Improving the accessibility of ScotWays' records.
 - Working with others to improve the quality and usefulness of ScotWays' data.
 - Managing and ensuring any software used for data management (currently Microsoft 365, Infodile, CAMS, QGIS and Wordpress) is the most appropriate and secure.
 - Providing advice, training and practical assistance to volunteers and others involved with data management.
- **Ken:** to develop and manage Ken, the ScotWays Knowledge Base, to make and maintain it as a leading source of outdoor access information in Scotland, including:
 - Preparing, curating and seeking new content for Ken.
 - Promoting Ken and seeking ways to maintain and develop Ken.

- Ensuring the software upon which Ken is based (currently Better Docs) is the most appropriate and secure.
- Providing advice, training and practical assistance to volunteers involved with Ken.
- **Research volunteers:** in association with our Access Officer (Outreach), developing, supporting and co-ordinating ScotWays' volunteers undertaking data gathering and processing activities, including:
 - Acting as a first point of contact for data-gathering volunteers.
 - Developing a network of research volunteers.
 - Expanding the number of volunteers involved in data entry and data management.
 - Managing research volunteer and data managers' activity on behalf of ScotWays.
 - Providing advice, training and practical assistance to volunteers.
- **Any other activities as appropriate to the post including:**
 - Production of relevant material, printed, digital and audio-visual to support promotional campaigns.
 - Developing a good rapport with others involved in outdoor access such as landowners, land management organisations, access authority staff and other appropriate outdoor organisations.
 - Leading or assisting, as appropriate, on any project approved by the Board.
 - Any other activities as appropriate to the post.

Information Officer

Terms & Person Specification

The terms of the post

Job Type: Full time, permanent.

Probation: Initial probationary reviews at three and six months after the start date to allow evaluation of performance and of priorities for the work.

Base: ScotWays supports flexible working, including home and remote working. Staff are either based at the office in Edinburgh or are working from home, by agreement with management. Staff who are home based are required to attend the office (or other location) on occasions as required by management to fulfil the requirements of their role and to support the operation of ScotWays. Most of our records are however paper-based and located in the office so the Information Officer will be predominantly working in our Edinburgh office.

Driving licence and vehicle access: Driving licence and access to a vehicle are not required.

Evening and weekend working: Very occasional weekend and evening work, in particular for the AGM. A TOIL system operates to cover out-of-hours working.

Reporting structure: Line manager is the Chief Operating Officer.

Remuneration: £26,000 per annum.

Travel and subsistence: Expenses will be paid in accordance with the Society's expenses policy.

Other benefits: Death in Service Scheme based on 4 times annual salary. The post is eligible for the ScotWays pension scheme.

Holiday entitlement: 35 days pro rata, (23 days annual leave plus 12 days local and national public holidays, including Christmas and New Year).

	Essential	Desirable
Qualifications	Educated to degree level or qualified by relevant practical experience	Information management/ librarianship qualifications
Work Experience	Experience of working in information management / librarianship	
		Knowledge of Scottish outdoor access legislation
	Information management systems	GIS and website software experience.
	Experience of providing support to a team	Experience of working with volunteers
Special skills and aptitudes	Knowledge of a range of IT applications, data protection (inc	

	GDPR), intellectual property management and cyber security	
	Good written and oral communication skills	
	Flexible and willing to learn new skills	
Personal qualities	Excellent interpersonal skills, and ability to handle a wide range of internal and external contacts professionally and tactfully.	
	Resourceful in finding solutions to problems	
	Ability to work on own, use initiative, and to be part of a wider team and collaborate effectively	
	Ability to prioritise work and meet deadlines	

ScotWays in 2023

ScotWays is moving to a cloud-based computing and communications model and is continuing to work to make more of our information available online for staff and volunteers as well as the public.

ScotWays has a team of seven staff, supported by many dedicated volunteers across Scotland. You'll be based in our central Edinburgh office, but subject to our hybrid working policy.

We are looking for someone to help us consolidate and improve our extensive data archives. Are you adaptable with an eye for detail, to help us ensure our data is accurately recorded and readily retrievable? If so, this could be for you.