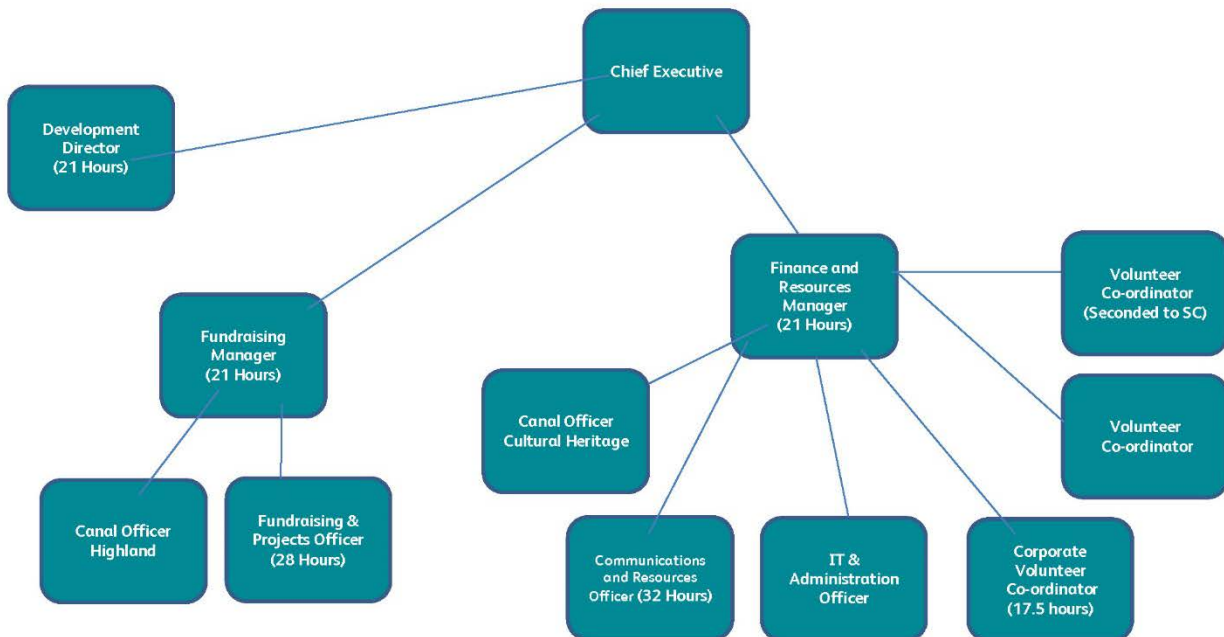


Role Profile

Job Title: Canal Life Officer Highland
Location: Inverness
Reporting to: Project Manager Inverness
Salary: £27,500 FTE (37 hours)
Hours: 14 hrs
Contract: Fixed Term until June 2018

Scottish Waterways Trust Core Staffing Structure



Vision and Mission

Scottish Waterways Trust works to create brighter futures for people and places across our Scottish canals. We *do this* through creating innovative projects that connect people with the heritage, wildlife and green open spaces of the Scottish canals. We inspire people to get active and provide opportunities for people to improve their health and mental well-being. Through our projects we increase employment prospects and strengthen community life.

Purpose of Job

To support the delivery of the Vision and Mission of Scottish Waterways Trust through engaging people in the heritage of the canal network in Scotland. The Canal Life Programme will provide proactive built and heritage activities, though community and volunteer appreciation, engaging communities on and around the communities of Inverness to Fort William following the line of the Caledonian Canal.

Key Responsibilities

Vision & Strategy

- Effectively communicate the organisation's vision and strategy to organisations, communities and partners and generate interest in participating in canal heritage.
- Contribute to the achievement of the organisation's strategic objectives for the environment and heritage.
- Contribute to growing the number of people that volunteer with us and benefit from our work.

Governance

- Adhere to the organisation's Health and Safety Management System.
- Ensure compliance and effective reporting in accordance with funders' requirements.
- Contribute to the organisation's monthly reporting.

Environment & Heritage Volunteering

- Develop and implement a programme of practical volunteering opportunities across the canal network to incorporate – Flora & Fauna surveying; heritage interpretation and canalside environmental improvements.

Increasing Canal Promotion & Engagement

- Promote and raise awareness of the canal network and its environs to local communities, through organisations and schools, especially those listed in the SIMD.
- Deliver natural heritage activities for community groups – especially harder to reach target groups including disconnected young people and people experiencing isolation.
- Link with partners and other organisations to promote outdoor educational activities/nature based walks on the canal network and its environs.

Communities & Regeneration

- Promote and deliver the John Muir Award and Saltire Award to schools and community groups.
- Provide wildlife and heritage related workshops to canalside communities.

Finance & Procurement

- Effectively manage programme budget using SWT financial systems.
- Work with the Project Manager Inverness to compile progress reports and claims to funders as required.
- Adhere to SWT procurement guidelines for all goods and services procured.

Administration

- Liaise with Project Manager Inverness to ensure adherence to office procedures and systems.
- Work with the Project Manager Inverness to ensure effective use of databases to maintain centralised records of volunteers and to ensure that all relationships are maximised through the database.

Communications

- Liaise with Communications Officer to develop communication plans and campaigns to effectively promote and publicise the activities
- Establish links and foster relationships with new volunteers
- Communicate effectively through social media channels where appropriate
- Ensure that Scottish Waterways Trust is presented in an appropriate and professional manner to its stakeholders
- Adhere to SWT brand guidelines at all times and for all materials

Promotion

- Draft copy for the SWT website blog – monthly
- Design, produce and distribute posters to advertise for volunteers, walks, events and talks

Other Duties

- To work as part of SWT team.
- To assist SWT team at events and promotional occasions as required.
- Perform any other duties or tasks deemed reasonable within the scope of the job role.

Knowledge, Experience and Skills

Assessment Area	Essential Criteria	Desirable Criteria
Required Qualifications	<p>A relevant qualification in a subject that supports the requirements of the role.</p> <p>Clean Driving licence & access to a vehicle.</p>	<p>Other relevant qualification.</p> <p>Membership of appropriate professional body / network.</p> <p>First Aid Qualified – Outdoor First Aid Qualification is preferred.</p> <p>Hold a DI Minibus category on the Driving Licence.</p>
Relevant Experience	<p>Demonstrable success in developing and delivering programmes that engage the public and target groups.</p> <p>Working effectively with a wide range of stakeholders and partners, including vulnerable adults, children and young people.</p>	<p>Experience of project management, financial monitoring and reporting.</p>
Specific skills, abilities and qualities	<p>Good knowledge of natural and cultural heritage and skilled in conservation tasks.</p> <p>Excellent communication skills and ability to build relationships with stakeholders.</p> <p>Ability to influence and motivate others.</p> <p>Excellent planning, time management, prioritisation and organisational skills.</p> <p>Experience of recruiting, coaching and supporting volunteers.</p> <p>Self-motivated and ability to work on own initiative as well as part of a team.</p> <p>Ability to work under pressure and to meet targets.</p>	<p>Skilled social media communicator.</p>
Any additional job related requirements	<p>IT literate in Microsoft Office suite.</p> <p>Ability to work in multiple locations across the Caledonian Canal (travel costs will be reimbursed).</p> <p>PVG checked (this can be facilitated by the Trust).</p>	