



## Job Description:

<b>Job</b>	Nature Routes Project Officer
<b>Hours per week</b>	35 (18-month fixed term)
<b>Service</b>	Environment & Visitor Services
<b>Team</b>	Visitor Services
<b>Job location</b>	Balloch, with hybrid working model
<b>Line Manager</b>	National Park Mobility Partnership Programme Manager
<b>Band</b>	C

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### Key purpose

Working alongside Loch Lomond & The Trossachs Countryside Trust and RSPB Scotland, the National Park Authority has committed to an exciting new [Landscape Connections Initiative](#). This focuses on accelerating restoration of our woodland mosaic, addressing shared threats, and maximising shared opportunities for people and communities across three existing landscape partnerships.

The post holder will provide 18-month Development Phase project management support across the Initiative, at all stages of the project lifecycle; from project initiation, planning and delivery, to phase closure. This will focus on our work investing in visitor infrastructure and services - particularly increasing the amount of people engaged and inspired to experience our nature-rich network through accessible, low-carbon travel.

This work directly supports the [National Park Partnership Plans](#) vision that by 2045, the National Park will have an inclusive low carbon travel network. To ensure this continues to develop at pace, this new role is required to provide essential support to transport related projects. Specifically, the role water transport can play in connecting people with nature as outlined in the [Sustainable](#)

[Travel Options Appraisal and Modal Shift Report.](#)

The post will be embedded within one of the teams working in the relevant area, although will work across the organisation, and initiative partners and stakeholders.

**Key accountabilities**

- Provide dedicated high standard project management support for the Initiative including: project initiation; monitoring and reporting; budgetary control; risk management; contract management and delivery.
- Working within existing project management systems, toolkits, working closely with the project management team to ensure an organisational approach.
- Offer guidance and identify solutions for effective project delivery.
- Ensure effective communication between internal and external teams to enable project delivery.
- Support discussions with partners, stakeholders and wider public on initiatives and projects.
- Provide advice and guidance on matters relevant to project management, contributing to more effective project management practises across the National Park Authority.
- Support awareness initiatives including training, to provide more effective, efficient, and sustainable delivery of NPA projects.
- Assist others in establishing and enabling the necessary partnerships and engagements to deliver partnership projects which achieve strategic objectives.
- Undertake any other duties appropriate to the grade as required.

**Person specification**

<b>Assessment Areas</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<i>Relevant Experience</i>	<ul style="list-style-type: none"> <li>• Project support experience throughout the project lifecycle; project initiation, planning, delivery and closure.</li> <li>• Experience of practical implementation of a project management methodology and procedures.</li> <li>• Demonstrable experience of working in partnership with a range of organisations including Local Authorities.</li> <li>• Experience of stakeholder and public engagement.</li> <li>• Strong administrative experience including setting up and managing project administration systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Direct experience of project work in a sensitive/ rural context</li> <li>• Experience of capital project delivery</li> <li>• Demonstrable experience of public sector led partnership projects.</li> <li>• Experience of contract management</li> <li>• Experience of working in the transport sector.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to prioritise work and support a number of different projects simultaneously.</li> </ul>	
<p><i>Specific Skills, Abilities and Qualities</i></p>	<ul style="list-style-type: none"> <li>• Ability to manage a wide range of tasks concurrently.</li> <li>• Effective communication skills, both written and verbal.</li> <li>• Ability to communicate with stakeholders at every level including Board Members, external agencies, contractors, members of the public and local communities.</li> <li>• Experience in the use of Microsoft Project, Access, PowerPoint, Excel and word.</li> <li>• Ability to prioritise work and support a number of different projects simultaneously.</li> </ul>	
<p><i>Required Qualifications</i></p>	<ul style="list-style-type: none"> <li>• HNC/HND qualification (or equivalent) in project management related discipline, or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications or training relating to visitor experiences, sustainable transport, and nature conservation.</li> </ul>
<p><i>Any Additional Job-Related Requirements</i></p>	<ul style="list-style-type: none"> <li>• An interest in sustainable transport and modal shift.</li> <li>• Flexible approach to working as some evening and weekend working may be required.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the roles of Scottish National Park Authorities</li> <li>• Current UK Driving Licence</li> </ul>