

## **PATHS FOR ALL**

### **JOB DESCRIPTION – ACTIVE ENVIRONMENTS DEVELOPMENT OFFICER**

#### **Responsible to – Senior Development Officer, Active Environments.**

1. Support the delivery of the Paths for All Vision, Strategy and annual Business Plans.
2. Promote Paths for All and our work to relevant organisations and communities, including to community path groups and others with an interest in outdoor access and active travel.
3. Assist with the delivery of Active Environments projects including: the co-ordination, delivery and the development of the Path Skillz project; Community Path grants; and provision of advice and support to community organisations on the management community paths and active travel routes.
4. Using a strategic approach, develop new ways of increasing and improving safe, welcoming, active environments where Everyone can walk Everyday, Everywhere.
5. Deliver project management support to community organisations in receipt of funding, addressing problems or challenges that arise, and celebrating success.
6. Develop policy, guidance and promotional materials to support Active Environments outcomes.
7. Assist and support other members of the Active Environments team to deliver tasks where appropriate. As required, assist other teams within Paths for All with practical path advice and guidance.
8. Communicate the work and impact of Active Environments projects by sharing best practice through e-bulletins, case study development, website content management, presentations, newsletters, meetings, networking events and social media. Support media and PR activity to promote path development, path maintenance and walking.
9. Support the administration of operational activities, including financial and budgetary information and keeping accurate records.
10. Assist the Active Environments SDO and Manager in preparation of reports, annual review and business plan.
11. Undertake any other duties appropriate to the post and in accordance with the needs of Paths for All.
12. This job description will be reviewed periodically and updated as required in consultation with the post holder.

Paths for All

May 2019

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**ACTIVE ENVIRONMENTS DEVELOPMENT OFFICER - PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Educated to degree level in a related discipline or qualified through experience.	
<b>Work experience</b>	Relevant work experience in a community development, youth work or outdoor access	Experience of delivering formal and informal training activities and developing resources. Experience of outdoor access project management Experience of leading practical environmental tasks outdoors
	Experience of developing project resources and support materials related to young people, community or access development.	Varied and substantial project management experience.
	Experience of providing one to one support to community groups and related stakeholders.	Experience of working with disadvantaged communities.
	Experience of monitoring, evaluation and reporting on key projects and initiatives.	Experience in outcomes-based project evaluation.
<b>Special skills and aptitudes</b>	Experience of translating policy into practical implementation.	A good knowledge of community development policy relating to physical activity.
	Experience of working in partnership with a varied range of organisations including local authorities, youth organisations, NHS, communities and the voluntary sector.	Experience in project coordination at a strategic level.
	Efficient and effective project management, monitoring and evaluation skills.	
	Good written communication and oral presentation skills.	
	Experience of engaging target audiences through a range of media including online platforms, social media, press articles/releases.	