

Project Information

John Muir Award CAIRNGORMS MANAGER FOR THE JOHN MUIR AWARD Regional Project Officer / *Regional Manager*– Cairngorms National Park

Job Description - Draft (31/03/03)

Background

The John Muir Award challenges is Scotland's leading environmental award scheme focussed on wild places. It challenges people to discover, explore and take personal responsibility for the conservation of their natural heritage at a local, national and global level, and to share these experiences. It is non- competitive and open to everyone.

As part of the strategic development of the John Muir Award, and to contribute to the early stages of the Cairngorms National Park, an exciting and innovative new project is being developed. , a , A Steering Project Management Group representing the John Muir Trust, the Cairngorms Partnership and Scottish Natural Heritage, wish to appoint a CairngormsRegional Project Officer/Regional Manager to promote and develop the John Muir Award in and aaround the proposed Cairngorms National Park.

The aim of the project, – to be achieved through the promotion of the John Muir Award as a means of engaging people in the Cairngorms National Park , - is to:

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- - promote awareness and involvement of wild places;
 - encourage a responsible approach to wild places;
 - promote educational, social and personal development through exploration of wild places and involvement in conservation;
 - encourage an environmental agenda within youth organisations and a youth work agenda within environmental organisations; and
 - ensure that social circumstances don't exclude people from opportunities to experience wild places,

all of which should be achieved through the promotion of the John Muir Award as a means of engaging people in the Cairngorms National Park.

Person specification

We are looking to appoint an energetic and dynamic individual. You will be self-motivated and have excellent interpersonal skills. You will be able to demonstrate good organisational skills and be able to plan your work to meet targets using your own initiative. You will be expected to have good networking skills and be able to develop effective working relationships with partner organisations and leaders. You will need experience in project management, working with volunteers and young people.

You will need an understanding of the formal and informal education systems in Scotland, environmental and outdoor education practice and the networks that connect these. Local knowledge of the Cairngorms National Park and the surrounding area will be an advantage.

An empathy with the philosophy of the John Muir Trust/Award and John Muir would be expected as well as a belief in the key role young people and local communities can play in the future of the Cairngorms National Park.

[Could we also develop from this a list of essential and desirable criteria so that we could use that for sifting purposes]

Post: John Muir Award Regional Cairngorms Manager for the John Muir Award Project Officer / *Regional Manager*

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Management: The Cairngorms Partnership National Park Authority - employer and day-to-day line management
The Cairngorms Partnership will provide line management a day-to-day basis with operational support

from the John Muir Award Manager for Scotland - operational support

and a Project Management Group, comprising representatives from the funding partners. – overall direction

Cairngorms Partnership staff member/
Project Development Group

Purpose of Job: To develop and promote the John Muir Award within the Cairngorms National Park, and specifically to:

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- Plan, manage and implement a programme to achieve the aims of the project, – based on Cairngorms National Park strategic aims and John Muir Award Strategy and Business Plan; and implement a programme of activities to promote the objectives of the project
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- Build partnerships with relevant organisations to encourage them to promote the Project and the Award establish John Muir Award provision within the Cairngorms National Park;
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- Investigate and promote the role of the John Muir Award in the development of the National Park Plan;
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- Monitor and assess effectiveness of the Project.

• • • • • **Location:** :The post will cover the The specific location is to be decided Based but will be in the Cairngorms LEADER+ area, an area slightly larger than the areaNational Park. Candidates should express their

desired location and their willingness to work from home.Location of office is flexible, but preferably based in the Cairngorms area.

Major TasksKey areas and / aActivities:

Key area 1: Planning

n and manage the project

- Devise a Project 3 year Pplan for the initiative, including
- specified outcomes
- identify ways to incorporate the John Muir Award into the National Park Plan.
- events, training, residential etc.and
- criteria which can be used to evaluate the success of the Project
- exit strategy for year 3.

Key area 2: Management

- Produce personal work plans based on the national John Muir Award Strategy and Business Plan alongside other strategies and local plans.,
- Prepare quarterly reports for the Project Management Group, against personal work plan and JMA Business Plan targets.
- Manage the local budget for the John Muir Award Project.
- Ensure that all Health & Safety requirements are complied with.
- Other appropriate duties as directed by the Cairngorms PartnershipNational Park Authority and Project Management Group.
- Co-ordinate and work with future funder and sponsors.
- Other appropriate duties as directed by the Cairngorms Partnership and Project Management Group

Ensure that all Health & Safety requirements are complied with.

Key area 2: Implement a programme of activities to promote the objectives of the project

- Plan, promote, implement and evaluate John Muir Award leader training events.
- Organise a series of events and activities with partners to achieve the project aims.

Key area 3: Build Establish partnerships with relevant organisations to encourage them to actively engage with the project

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- Identify and Aassess current John Muir Award activity in the area, including – support needs, development opportunities etc.
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- Strategically target organisations Work in for partnership work. with youth organisations, agencies, community groups, schools, Ranger Services, outdoor education centres and individuals to achieve the project's aims.
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- Work with the wider community to encourage them to become involved in their local environment in innovative ways.
- Co-operate and work with the John Muir Award team, Cairngorms Partnership National Park Authority and other partner organisations.
- Pursue appropriate opportunities with future funders and sponsors.

Key area 4: Implement a programme of activities

- Plan, promote, implement and evaluate John Muir Award leader training events.
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Organise events and activities with partners to achieve project aims.

Key area 4: Investigate and promote the role of the John Muir Award in the development of the National Park Plan

- Identify how John Muir Award can be incorporated into National Park Plan.
- Work with the wider community to encourage them to become involved in their environment in innovative ways.
- Promote the achievements of the project through the local and national media, as appropriate.

Key area 5: Monitor and assess the effectiveness of the Project

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- Monitor and assess the progress of the project, including its impact on young people and other groups within the Cairngorms National Park.

Criteria – can be further developed.

Can include competencies for post if necessary

Person Specification

Regional Managers

Well Above Meets Below Well Comments

Personal Qualities

Energetic/motivated

Inspiring

Interpersonal Skills

Planning\ Organisation

Good Initiative

Good Initiative
Interesting
Networking Ability
Written skills
Making it Happen
Team Member
Empathy with Muir/green

Work Experience

Working in Partnership
Project management
Working with Volunteers
Working with Young
People
Providing Training
Selling ideas
Implementing Health and
Safety
Networking
Formal/informal
education
Conservation/outdoor Ed
Award Knowledge

Other

Driving Licence
Environmental
Qualifications
Outdoor Education
Qualifications
Health
Police Check
References

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- Work in partnership with youth organisations, agencies, community groups, schools, Ranger Services, outdoor education centres and individuals to develop and promote the John Muir Award within the Cairngorms National Park.

- Plan, promote, implement and evaluate John Muir Award leader training events.
- Identify how John Muir Award can be incorporated into National Park Plan.
- Work with the wider community to encourage them to become involved in their local environment in innovative ways.
- Ensure that all Health & Safety requirements are complied with.
- Monitor and assess the progress of the initiative project, including its impact on young people and other groups within the Cairngorms National Park.
- Devise an exit strategy to ensure the long term sustainability of the project's aims.
- Devise a management plan for the initiative, produce personal work plans based on a national Strategy and Business Plan alongside other strategies and local plans, prepare reports, articles, etc.
- Manage the local John Muir Award budget.
- Co-operate and work with the John Muir Award team, Cairngorms Partnership and other partner organisations.
- Co-ordinate and work with future funders and sponsors.
- Other appropriate duties as directed by the John Muir Trust and Cairngorms Partnership.

Contacts

Participants, youth workers, youth organisations, council education staff, teachers, conservation organisations, Duke of Edinburgh award, volunteers, funders, sponsors, media, John Muir Trust Trustees and staff, Steering Group, National Park