



We care about Bennachie, its natural environment, history and culture - protecting this unique landscape for future generations.

THE BAILIES OF BENNACHIE – OUTREACH OFFICER (Temporary, part-time)

The Bailies of Bennachie is a Scottish charity (SCIO SC047231) founded in 1973. We have over 2000 life members. The organisation is run by a Board of Trustees, all of whom are volunteers. A range of activities in support of our work is undertaken by other volunteers

Further information can be found on the Bailies' web site – www.bailiesofbennachie.co.uk

We wish to appoint an enthusiastic individual to this temporary position to raise the profile of the Bailies and increase our engagement with existing members, local landowners, organisations and the general public. The Outreach Officer will be required to work in their own premises and have a flexible approach to hours of work as some evening and weekend work will be required.

Aims of The Bailies of Bennachie:

- To promote the enjoyment and responsible use of Bennachie and its environs
- To encourage research into the cultural history and natural history of Bennachie
- To safeguard Bennachie and its environs from inappropriate development

Main role of Outreach officer:

To positively raise the profile of the Bailies of Bennachie, both locally and nationally, promoting the charity work in order to increase the membership and encourage active involvement with the Bailies of Bennachie.

Management of post

- The Outreach Officer will report to a steering group comprising the Senior Bailie and two other Trustees.
- This is a 12 month post, the first 3 months being a probationary period. The post will not become permanent unless funding is secured for this role.

Responsibilities of the post:

- To engage with the main landowners and key stakeholders connected with Bennachie and build a sustainable relationship between them and the Bailies. A report of all meetings should be produced and then fed back to the Trustees.
- Work with the trustees to organise events and talks which promote the Bailies' work and foster a greater understanding and appreciation of Bennachie.
- At least fortnightly; write articles and regularly promote the Bailies on the internet, through Facebook, on Bailies' web site, other social media and in the press. Work in collaboration with social media co-ordinator and press officer.
- Increase membership and improve communication with existing members.
- Encouraging active membership and volunteering, identifying skills which might best assist the work of the Bailies.
- To provide administrative support to the various groups and individuals within the Bailies e.g. Board of Trustees, membership secretary, web and Facebook co-ordinator, work parties and wildlife and history/ archaeology groups as directed by the steering group.
- Represent the Bailies of Bennachie at various meetings and events if asked to by the steering group.
- To provide monthly reports to the steering group on progress in the above areas.
- To assist the Trustees in making sure that the charity is compliant with relevant legislation.
- Identify possible sources of funding to support the work of the Bailies.
- At the end of six months advise the steering group on ways in which the Bailies of Bennachie can improve as an organisation.
- Other tasks which may be identified by the steering group during the course of the contract.

Rates of Pay

The Development Officer is expected to be self-employed, working 10 hours per week at £15 per hour. Travel will be refunded at £0.45 pence per mile with agreed starting point as the Bennachie Centre, near Chapel of Garioch. Payment will be paid a month in arrears subject to an invoice being sent to the Treasurer with record of hours and work undertaken.

A mobile phone will be purchased for the job holder to be used only for calls relating to the post. Costs will be paid for stationery, stamps and other consumables used.

Person specification (E = Essential D = Desirable)

- A good standard of education – at least 4 passes at S.C.Q.F. level 6 (Higher level) (E)
- Self-employed and able to work from home (E)
- Driving licence and own car (E)
- Own computer and good computer skills, including competence with Microsoft Office (E)
- Competence in the use of web tools and social media (E)
- Able to communicate with a wide range of people and with good presentation skills (E)
- Good administrative skills (E)
- Experience of public relations, marketing or publicity (D)
- Experience of working with community groups (D)
- Self-starter with good motivation (E)
- Knowledge and interest in countryside issues (E)
- Knowledge of Bennachie and surrounding area (E)
- Flexible approach – ability to work at different times - will require evening and weekend work (E)

Application process

There is no application form. Written applications, CV and any other supporting information should be submitted by email as follows. The names and addresses of two referees should be provided who may be contacted in advance of interview.

By email to info@bailiesofbennachie.co.uk

If successful, each candidate will be asked to give a short presentation on how they would raise the profile of the Bailies of Bennachie.

The timetable for the application process is as follows:

Friday 25 th January	Deadline for receipt of applications
Wednesday 30 th January	Applicants informed whether they have been shortlisted for interview
Friday 15 th February	Interviews in Inverurie
By Monday 18 th February	All interviewees informed of the outcome

27th November 2018