



## JOB DESCRIPTION AND PERSON SPECIFICATION

### DMBinS/TVTA Scottish Borders Trail Development Co-ordinator

- CONTRACT TYPE:** Fixed term contract till end of June 2022 (further funding will actively be sought to continue the role) This project is funded by the UK Government through the UK Community Renewal Fund.
- SALARY:** £28-30k per annum dependant on experience
- REPORTING TO:** Head of Developing Mountain Biking in Scotland (DMBinS) and the board of the Tweed Valley Trails Association (TVTA)
- LINE MANAGED BY:** Head of Developing Mountain Biking in Scotland (DMBinS)
- LOCATION:** Based in Tweed Valley – expected to work outdoors, from home and at MTBCOS, Peel Tower @ Glentress
- HOURS OF WORK:** 37.5 hours per week

#### Introduction

Scottish Cycling is the national governing body for cycling in Scotland and works in conjunction with British and Welsh Cycling, together we are the governing bodies of the sport of cycling across the UK.

The head office is based at the Sir Chris Hoy Velodrome in Glasgow and has a regional office at the Mountain Bike Centre of Scotland, Glentress.

Scottish Cycling works hard to develop the sport across multiple disciplines and at all levels, from grassroots to the performance development programmes which feed into the Great Britain Cycling Team and Team Scotland for the Commonwealth Games.

We are more than sport however, every day Scottish Cycling's staff engage with our club network to help them grow, to develop coaching, education and volunteer opportunities, to facilitate a calendar of events throughout Scotland and to help groups and individuals become engaged with the world of cycling.

We have a department of the organisation, Developing Mountain Biking in Scotland (DMBinS), which is responsible for overseeing the [National Mountain Bike Strategy for Scotland](#).

The MTB Strategy has a vision for Scotland to be recognised as the leader in European mountain biking - through innovation in product development, tourism, participation and sport and sustainable trail development and management.

The MTB Strategy has key themes which explain the need for a world class trail network, making Scotland an international destination of choice, a leader in MTB innovation, tackling Scotland's issues of health and wellbeing, and Scots achieving on the World Stage through the sport of mountain biking.

DMBinS has key partnerships with a range of organisations nationally through the MTB Consortium whose members include: NatureScot, Visit Scotland, Scottish Land & Estates and Forestry and Land Scotland.

The Tweed Valley Trails Association (TVTA) is a registered Scottish Charity set up by mountain biking enthusiasts in 2017 to help sustain and manage the trail network across the whole of the Tweed Valley Forest Park.

The trails in the Tweed Valley attract thousands of riders, have hosted multiple high profile races, and combined with the already established 7Stanes network, these trails provide something for every skill level, style and preference of mountain biker however most are not formally recognised nor able to be officially maintained.

The TVTA's purpose is to maintain and improve the mountain bike trail network in the Tweed Valley.

- To adopt more trails to not only maintain them but to safeguard the future of riding in the area.
- Organise community engagement with official stakeholders and land managers.
- A vital and positive link between the local mountain biking community and the various organisations managing the forests and facilities in the region.
- Increasing numbers of riders means increased need for maintenance and engaging more riders to volunteer and give back.
- Supporting the sustainability and growth of the trail network, while also making the area more attractive to live in and improving engagement in the sport from all backgrounds.
- Enhance the experience of mountain bikers in the valley and visitors to the area by making the trails safe, enjoyable, and sustainable into the future.
- Safe, marked and maintained bike trails and multiuser paths promote physical activity and a healthy lifestyle, which in turn improves the conditions of all our lives.

To achieve this the TVTA work closely with local landowners and land managers, as well as other forest user groups to mitigate issues or concerns. This work involves raising funds, maintaining trails, volunteer dig days and quite a bit of paperwork to demonstrate what has been done.

## **Main Purpose of the Job:**

The main purpose of the job is to successfully work with TVTA, DMBinS, landowners, land managers and the MTB community to increase the number of dig days and deliver hands on practical work and the required paperwork to sustain and improve the trail network we all love.

The role will work hard to engage new volunteers, especially, those from underrepresented groups such as women and young people. COVID-19 restrictions have limited the TVTA's ability to run dig sessions and this role will support the group to bounce back stronger and respond to the increased maintenance demand from the higher than ever number of riders on the trails.

The role will also be pivotal in supporting the TVTA board to continually improve their internal administration processes and undertake the administration work to allow for more dig-days and organised sessions to be delivered by volunteers.

Many riders have taken up cycling during the pandemic or have returned to the sport, this role can help share the message of responsible mountain biking and help riders to understand that mountain biking needs riders to give back to get the most out of the sport.

It is likely that the role will involve sharing knowledge and helping any other trail associations wanting to setup in the wider Scottish Borders.

Key metrics of the role include:

- Increased frequency of volunteer 'dig days' growing capacity from monthly sessions to weekly sessions – increasing community cohesion and engagement in the trail network.
- Deliver hands on practical trail work and inspections
- Support the TVTA to further develop landowner relationships
- Trail maintenance related admin and processes including regular trail inspection reporting and dig day reports for landowners
- Promote the group and thank volunteers, members and partners while growing social media following and reach of the TVTA.
- Engage both college and schools to set up new trail building sessions to inspire and educate the next generation
- Deliver inclusivity and diversity with a remit to deliver maintenance sessions for underrepresented groups.

## **Key Duties and Responsibilities**

Through effective community and business engagement and sustainable trail development, mountain biking can continue to grow the local economy and improve the health and wellbeing of those who ride the trails across the Scottish Borders. In implementing the agreed MTB Action Plan, the successful candidate will be responsible for delivering the following list of priority projects namely

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## Short Term Priorities

Working alongside the TVTA the coordinator role will deliver:

- Regular and effective landowner liaison
- Continue to manage existing adopted trails whilst support the board to adopt more of the trail network including areas out with Caberston Forest
- Act as a voice for the community to share issues or trail closures to the public
- Organise and help to deliver practical maintenance sessions on a weekly basis where feasible. Whether working with other qualified dig leaders or leading themselves
- Practical on-trail work expected to take up significant part of the working week
- Help to manage and deliver ad hoc projects as identified by TVTA board
- Day to day management of all trail related admin
- Manage and grow TVTA member/donors
- Organise community events targeting underrepresented groups to get involved in taking care of the trails from litter picking to trail digging
- Share knowledge and best practise with new trail associations in the Borders

## Long Term Aspirations of Role

- Build a culture of trail stewardship
- Liaise with future events to ensure a positive legacy
- Prepare the TVTA to get processes in place to employ their own staff in future funding bids
- Support new trail associations to set up in the region by sharing learning and procedures to be put in place

## Other

- Any other duties commensurate with the grade and level of responsibility of this post, as directed by the Head of DMBinS, or in their absence, the Senior Management Team or Chief Executive.

## Qualifications and Professional Development

- Follow an agreed programme of professional development to deliver business priorities and keep practices current.

The above role is funded until 30/06/2022. It is expected that a follow up funding application will be submitted to continue the role.

The post will be based in the Scottish Borders and the successful candidate will be based outdoors for a significant amount of time outdoors in all weather conditions. When office based the candidate will have access to the MTB Centre of Scotland but a flexible approach will be required to manage the demands of the job.

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# Mountain Biking in South of Scotland/Scottish Borders – Trails Co-ordinator Role

## Person Specification

**Post: DMBinS/TVTA Scottish Borders Trail Development Co-ordinator**

Competency	Essential	Desirable
<b>Educational, Technical and Professional Qualifications</b>	<ul style="list-style-type: none"> <li>○ Outdoor first aid qualified or willing to work towards ASAP</li> <li>○ Cycling UK or equivalent trail inspection/volunteer leader award or willing to work towards ASAP</li> </ul>	<ul style="list-style-type: none"> <li>○ Any other relevant qualifications for trail building</li> <li>○ Any other relevant qualification relating to IT use or admin</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>○ Experience of projects involving multiple partners</li> <li>○ Experience setting up and/or following robust documentation and admin processes</li> <li>○ Experience summarising information and presenting at stakeholder meetings</li> <li>○ Experience of trail building and maintenance work using hand tools</li> <li>○ Confidence to lead practical volunteer trail maintenance sessions</li> <li>○ Ability to work outdoors in all weather conditions</li> <li>○ Experience of effectively using social media channels – Facebook, Instagram to grow reach and impact</li> </ul>	<ul style="list-style-type: none"> <li>○ Experience of working in the mountain biking industry or similar outdoor environment</li> <li>○ Experience of working with private, public and third sector organisations.</li> <li>○ Managing budgets &amp; knowledge of project funding sources</li> <li>○ Experience of mountain biking on enduro style trails</li> </ul>
<b>Skills/Aptitudes/Competencies/Knowledge</b>	<ul style="list-style-type: none"> <li>○ Highly developed interpersonal skills and the ability to build positive working relationships with people at all levels and in all sectors</li> </ul>	<ul style="list-style-type: none"> <li>○ Demonstrable knowledge of current and future MTB market and trail building and design trends</li> </ul>

	<ul style="list-style-type: none"> <li>○ Ability to identify and follow clear and methodical administration processes. Recognising the importance of necessary audit trail for all trail work documentation required</li> <li>○ Ability to think creatively and strategically to maximise impact</li> <li>○ Good IT skills using MS Office applications.</li> <li>○ Ability to organise and prioritise a varied but at times process driven workload to be completed on time</li> <li>○ Excellent communication skills at meetings and using social media channels</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>○ A mature, professional friendly and inclusive manner</li> <li>○ Enthusiastic, energetic, hardworking and reliable</li> <li>○ Genuine passion for trail building with ability to make dig sessions fun and engaging for first time attendees through to supporting more experienced builders.</li> <li>○ Responsible and sensible approach to outdoor trail work, including an acceptance of the possible constraints placed through landowner agreement or health and safety regulations</li> <li>○ Confident of ability to use initiative and able to work with a minimum of supervision</li> <li>○ Happy to work out of doors and often alone</li> <li>○ Flexible approach to working</li> </ul>	

<b>Other</b>	<ul style="list-style-type: none"><li>○ The role is expected to require some driving to and from dig days.</li><li>○ Flexible approach to work, work locations and expectation that there will be dig days on weekends and evenings.</li></ul>	<ul style="list-style-type: none"><li>○ Knowledge of the Scottish Borders and its strengths and weaknesses as a mountain bike destination</li><li>○ Knowledge of landownership and access rights issues</li></ul>
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