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## Candidate Pack for Lead Officer

### Welcome

Dear Candidate

Thank you for your interest in becoming the new Lead Officer at Scottish Advisory Panel for Outdoor Education (SAPOE)

SAPOE is the forum for representatives from Local Authorities, the Scottish Council for Independent Schools and third sector partners across Scotland, to consider and debate best practice in the development and safe delivery of Outdoor Learning.

We are a member led organisation guided by an Executive Committee and supported by several working groups.

Together we;

- Support Local Authorities in the development of outdoor learning as part of the Curriculum for Excellence
- Promote and develop consistent good practice across Scotland for off-site visits through the implementation of “Going Out There”
- Support the provision of Adventure Activities and Residential Outdoor Centres
- Champion the impact and value of outdoor learning across education, recreation, tourism, communities and as a contributor to Scotland’s blue and green economies.

Our work directly supports 798,000 pupils and 54,000 teaching staff and reaches countless others through community learning and recreational activity.

We are looking for a new Lead Officer to work alongside the project teams and executive committee to drive forward the strategic objectives set out in “[Beyond the Classroom](#)” our strategy for 2024-2029.

If this opportunity excites you and you believe you have the skills, and experience to help SAPOE into its next chapter of growth and impact, we would love to hear from you.

Kind regards



Tim Pickering,  
Outdoor Learning Manager  
Comhairle nan Eilean Siar  
Chair of SAPOE  
[admin@sapoe.org.uk](mailto:admin@sapoe.org.uk)

## Role Profile

<b>Job Title</b>	SAPOE Lead Officer (Part Time, Freelance)
<b>Reporting to</b>	Executive Committee
<b>Terms of Appointment</b>	Freelance, approximately 14 hours per week for 44 weeks per year. At an hourly rate of £23.10 per hour. Hours and days varied, to be agreed with the right candidate. £42,000 pro rata. Expenses incurred whilst carryout SAPOE business will be reimbursed in line with the organisations policy. Paid monthly via invoice.

### Job Purpose

The SAPOE Lead Officer is primarily responsible for maintaining and developing delivery of the SAPOE strategy, which ensures outdoor learning is available to all. The position requires significant partnership working and engagement at the local authority and national levels.

### Main Duties and Responsibilities

The postholder will be responsible for liaising with the board to plan workloads and priorities, membership engagement, delivering the shared vision and working as an advocate for SAPOE in relation to National Policy.

In conjunction with the Executive Committee, responsible for developing and delivering appropriate plans to ensure strategic outcomes are delivered.

Ensure the smooth running of SAPOE.

Engage with SAPOE membership and stakeholders, working closely with the Executive. Act as lead representative of SAPOE, its work and its membership.

Network and build relationships across initiatives, partnerships and sectors relevant to Outdoor Learning.



Dimensions
<p>Self Managed Home based with regular travel throughout Scotland. There are no budgetary responsibilities however the postholder will be responsible for fundraising activities.</p>
Job Features
<p><b>Planning and Organising</b> Prepare and attend 4 SAPOE Members’ meetings pa.  Prepare and attend fortnightly on-line Executive meetings.  Coordinate SAPOE project teams to progress existing initiatives and develop new ones.</p>
<p><b>Internal/External Relationships</b> <b>Internal</b> – the post holder will have a high degree of interaction with SAPOE Panel members, project teams. <b>External</b> – the post holder will have significant interaction with Education Scotland, Local Authorities, H&amp;S Executive, Adventure Activities Licensing Authority and various Scottish Government departments/directories.</p>
<p><b>Other</b>  Work with the SAPOE Executive to maintain a high membership uptake.  Maintain and build the profile of SAPOE as a leading organisation – in national and Local Authority contexts.  Act as lead representative of SAPOE, its work and its membership.  Network and build relationships across initiatives, partnerships and sectors relevant to Outdoor Learning.</p>
Line management
<p>Postholder workplans will be directed and evaluated by the SAPOE Executive.  The postholder’s immediate line manager will be the SAPOE chair (Vice chairs in their absence).</p>

### Person Specification

#### Qualifications

##### **Desirable**

Educated to degree level or equivalent experience, you will have significant outdoor learning experience with a clear understating of the national and local political, operational and economic landscapes.

#### Knowledge and Experience

##### **Essential**

Project management experience

Current understanding and experience in relation to Scottish Outdoor Learning policy and national initiatives.

Experience of aligning varied perspectives and information sources to give clear focus and direction.

Working knowledge of Scotland's education landscape.

Proven track record of delivery against strategic goals and overcoming obstacles.

Experience of working with a voluntary Executive Committee or similar.

##### **Desirable**

Proven ability in fundraising.

Experience of managing teams

Understanding of Scottish Government, relevant departments/directorates and NGOs.

#### Skills/Abilities/Competencies

##### **Essential**

Experience of liaising with a range of stakeholder

Excellent communication and interpersonal skills – with the ability to form excellent relationships

Understanding of basic budgets

Ability to problem solve to get the job done

Proven interpersonal and communications skills, with the ability to maintain relationships (including working in partnerships).

Ability to work autonomously with minimal supervision

Public speaking skills

Excellent organisational and administrative skills.



Personal Qualities
Ethical Empathetic Tolerance for ambiguity Excellent people skills The ability to think innovatively and creatively Collaborative by nature with the ability to forge strong and sustainable relationships Passion and commitment to Outdoor Education Act as a strong advocate for the SAPOE Must be flexible with the ability to travel throughout Scotland

**How to apply:**

We hope you consider expressing an interest in becoming the Lead Officer at SAPOE. To make an application, please send an the following to [ceo@sapoe.org.uk](mailto:ceo@sapoe.org.uk)

- Your CV (No more than 3 sides)
- A supporting statement (No more than 2 sides) that sets out:
  - Why you want to work for SAPOE
  - Why the SAPOE mission matters to you
  - How your skills and experience fit with the role.

Closing date: Sunday 16<sup>th</sup> June 2024

Interviews: Wednesday 26<sup>th</sup> June 2024 Tbc

Intended Start: W/C Monday 12<sup>th</sup> August 2024 – Negotiable

If you would like an informal discussion to find out more information about the role, please contact Neil Wightwick: [ceo@sapoe.org.uk](mailto:ceo@sapoe.org.uk)