



JOB DESCRIPTION

EVENTS LIAISON OFFICER

SALARY: £23,000 pro rata

LOCATION: Fort William / Hybrid working considered

STATUS: Full Time (35 hrs/wk) Monday to Friday with some weekend/out of hours working.

TERM: Fixed term until 31st October 2022 (possibility of extension subject to funding)

ANNUAL LEAVE: 32 days per year to include ALL public holidays, pro rata.

PENSION: 5% Employers Contribution

CLOSING DATE: Thursday 2nd June 2022, 12pm

INTERVIEW DATE: Tuesday 7th June 2022 (in person or via Zoom)

MAIN PURPOSE OF POSITION

In partnership with Jahama Highland Estates and John Muir Trust, we are seeking an enthusiastic person to take on the role of Events Liaison Officer. You will be a self-starter and will pilot our new service to coordinate the registrations and permissions for charity events on the main Ben Nevis path. This key role aims to positively engage with event organisers to promote fair and sustainable usage of Ben Nevis which allows for proper consideration of the impacts (individual and cumulative) of these events on the local community, livestock, other path users, wildlife, and the environment, and agree how those impacts can be mitigated.

You will offer Event Organisers a single point of contact and work with them to ensure a minimum standard of event and environmental planning, addressing litter and human waste on Ben Nevis as well as mitigations for the impact on the local community and other hill users. The aim being to ensure these events are a positive experience for all who live, work, and recreate in the Nevis area.

You will set up the processes for this service, set it out on our website and launch the service which you will then manage. You will also proactively market and engage with event organisers to promote this service and engender buy in.

Ideally candidates should be able to start in the first half of June 2022.

THE NEVIS PARTNERSHIP

The Nevis Landscape Partnership, aim to enhance the environmental and cultural qualities of the Nevis area whilst providing opportunities for all to enjoy and appreciate it. We aim to do this through the delivery of The Nevis Strategy 2020-40. <https://www.nevispartnership.co.uk/library.html>

JAHAMA HIGHLAND ESTATES

JAHAMA Highland Estates is a multi-enterprise rural business extending over 114,000 acres of Lochaber and Badenoch. Part of the GFG Alliance, JHE is managed on the principles of sustainable development for the benefit of local communities, the environment, and the economy.

<https://www.jahamahighlandestates.com/>

KEY TASKS AND RESPONSIBILITIES

- Liaise with Jahama Highland Estate and John Muir Trust to set up the procedures, checklists, fee scales, and guidance to enable this service to function efficiently.
- Set up the administrative and filing structure for this service, along with in house guidance on

managing the service.

- Set out the service on the NLP website with all associated guidance and forms available to event organisers.
- Launch the service
- Actively promote the services and engage with Event Organisers to engender buy in
- Use social media and print media to promote the service
- Process applications
- Liaise with landowners as necessary
- Liaise with other NLP team members as necessary
- Maintain events calendar on the NLP website
- Maintain statistical and financial records, and produce a report at the end of the contract.
- Other duties as could be reasonably required by the Partnership Manager.

PERSON SPECIFICATION

The successful candidate should be able to demonstrate that they have the majority of the following skills, experience or knowledge, which must be supported by appropriate further or tertiary education, by a professional qualification and/or equivalent work experience.

- A degree or similar in Event Management or equivalent professional experience
- Highly motivated and able to work independently to agreed goals and targets and take ownership of the service
- Experience of developing and implementing new projects
- Methodical approach to ensure systems are in place to support ongoing management of service
- Knowledge of the kind of events, charity and otherwise, typically undertaken in the area
- Knowledge of PL Insurance, Health and Safety planning and logistic issues around large events
- Experience of partnership working and engaging with stakeholders
- Experience of managing statistical and financial information and producing informative reports
- Thorough knowledge and understanding of the Scottish Outdoor Access Code and the Fundraising Regulator, especially in the context of charity events.
- Excellent communication skills, with the ability to build relationships and influence thinking.
- Proven commitment to the conservation of wild places and wildlife
- Awareness of the issues associated with managing a popular high-quality designated mountain environment, and the seasonal conditions around weather and wildlife which may influence discussions with event organisers
- Excellent IT skills including Word, Excel, email
- Experience of Web editing and writing engaging copy for social media channels
- Possession of a full, valid driving licence

DESIRABLE

- D1 classification on driving licence to be able to drive the minibus