

# Scottish Access Officer Role Description



## Role Summary

The BHS Access Team, which includes our staff, volunteers and Equestrian Access groups, are seeking to improve the quality and quantity of safe off road riding and carriage driving available in all localities for all equestrians.

As an Access Officer you would be undertaking a range of activities to meet the access priorities identified in your area of Scotland. This could be responding to access queries from local riders, raising awareness of access priorities in your locality or working with local access fora and local authority access staff for the BHS. You will also be encouraged to educate local horse riders and drivers in the Scottish Outdoor Access Code (SOAC).

## What's in it for you

As a BHS Access Officer you have the opportunity to make a lasting difference to your local area. You will be building and supporting a team of like-minded people, having new experiences and building your skills and knowledge and those of your access colleagues.

You will also have the satisfaction of knowing that your team are improving access to safe off road routes for all equestrians.

## Main duties and responsibilities

You will be supporting the achievement of access priorities in our area, this will involve:

- Establishing and maintaining good working relationships within your local access network, equestrian access groups and interested parties.
- Responding to and investigating access matters raised by riders and drivers.
- Work with your local access forum (LAF) and the BHS Scotland Access Advisory Group to ensure horse riders benefit from the Land Reform (Scotland) 2003 Act in your region.
- Educate horse riders in the Scottish Outdoor Access Code (SOAC)
- Contributing to access and committee reports that include information on activity and achievements, income and expenditure and recommendations for the future.

## Skills and Knowledge

Essential

- Good communication skills
- Ability to read maps
- Basic knowledge of access legislation, policies and procedures
- IT skills and ability to produce reports

Desirable

- Experience of volunteering
- Experience of the BHS
- Experience of working with local authorities and/or landowners

## Training and Support

The Director of Scotland, Regional Access Officer and the Access team at HQ will be there to support you throughout your role. The Scottish AAG will provide you with training.

Your volunteer mentor, who will be another Access Officer, can give you additional support and advice.

## Resources

You will need a computer with internet and email access and must be willing to receive email, telephone and written correspondence from the BHS, fellow Access volunteers and organisations and individuals involved with Access in your local area.

It is essential that you have the ability to travel and it is beneficial that you have or have access to a vehicle that you can use in your role.

We will provide you with:

- A Training Pack including a copy of SOAC and all Scottish Equestrian Access resources.
- Ordnance Survey Maps that are required for your activities.

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**Your Commitment** We ask all our Officers to commit to a minimum of one year term.

On average our Access officers contribute 1-2 hours a week although this varies depending on other commitments and access priorities in different areas. Due to the nature of the role it will require some evening and weekend meetings and events.

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**How do I get involved?** Complete an enquiry form and the Director of Scotland will contact you to discuss the role.

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**Notes**