



## Information for Applicants

### Introduction

Thank you for expressing an interest in a position within Walking Scotland. Our recruitment process aims to attract quality applicants and above all to recruit the right people. This document contains information about Walking Scotland, our recruitment process and our employment terms and conditions, which you may find useful.

### About Walking Scotland

Walking Scotland is a charity that helps make walking and wheeling a part of everyday life. We promote the benefits of walking and wheeling on our physical, social and mental health. Our programmes connect communities and inspire positive behaviour change. We also improve places and spaces to walk and wheel.

We're an advocate for making walking and wheeling inclusive. We work with partners and local communities to reduce barriers. This ensures everyone has the chance to walk and wheel everywhere they go. By focusing on walking and wheeling, we're helping to solve some of Scotland's biggest challenges, from health inequalities to the climate-nature emergency.

More background information on the organisation, including a full list of our Partners, is available on our website [www.walkingscotland.org.uk](http://www.walkingscotland.org.uk)

### Walking Scotland Office

Our office is within the Charity Hub, Forthside, Stirling. However, our staff team covers the whole of Scotland.

We currently operate hybrid working and staff are expected to be in the office at Stirling for at least one day a week on average.

### Equal Opportunities

Walking Scotland supports, implements and promotes the principles and values of equal opportunities for everyone. We welcome working in a multi-cultural, multi-faith society and believe that no one should be unfairly treated.

It is the policy of Walking Scotland to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or temporary status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. Walking Scotland recognises the great benefits in having a diverse workforce employed solely on ability, and the application of recruitment, training and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.

We also believe that staff who feel isolated, excluded or think they have been treated unfairly should have support and redress through the organisation's policies and procedures for grievances, discipline and dealing with harassment.

## **Applying for a job at Walking Scotland**

In line with our equal opportunities policy, we want to ensure that every applicant is treated fairly. The only information that is used to decide whether or not to shortlist an applicant is the information provided in your application form. If you already work for Walking Scotland, we still require the same range of information in relation to the job you are applying for.

### **The job description and person specification**

Every post advertised by Walking Scotland is supported by a job description and person specification. The job description outlines the main duties of the post, and the person specification describes the knowledge, experience and skills required for the position. If, after reading the job description, you are still interested in the post you should then consider whether you have the relevant skills and experience, as detailed in the person specification. If you do, it is important that you consider how best to demonstrate this within your application form making sure to give enough detail about how you meet each of the criteria.

### **Completing the application form**

Applications should be submitted on the Walking Scotland application form which is available as part of the recruitment pack for this post. Please note that CVs will not be accepted.

The form consists of ten sections, with information about the completion of them outlined below.

### **The post**

Please mark clearly what post you are applying for. It is also helpful for us to know where you saw the advertisement in order that we can gauge the effectiveness of our advertising media.

### **Personal information**

You must complete this section accurately as the information you provide here helps us to comply with the Asylum and Immigration Act 1996. We are unable to offer employment to someone who does not have the right to live and work in the UK. If you are offered the post, it is conditional on you providing proof of this right through documentation such as a national insurance number, P45 or passport.

### **References**

All appointments are subject to satisfactory references, which we will request if you are offered the post. Your two referees should represent your present or most recent employer and a previous employer, and you should provide details of the person(s) most able to confirm your suitability for

## **Your national walking and wheeling charity.**

the post for which you are applying. Walking Scotland reserves the right to contact any other past employers where it seems necessary. If you have not worked in paid employment, you may provide the name and address of anyone who knows you well and who will be able to confirm the information you have provided.

### **Educational certificates, further education and training and professional qualifications and membership**

The person specification sets out any qualifications required for the job, and you should list these in these sections. You may also want to include any other qualifications you possess or training courses you have attended that you feel are relevant for the post. If you are offered the post, we will need to view the qualification certificates that you list.

### **Employment history**

In this section, you should provide details of your past employment, starting with the most recent job and accounting for any periods of time not spent in further education or employment. Information supplied should include the main features of your role, including specific responsibilities.

### **Statement in support of application**

This section of the application form is very important. You should use it to demonstrate how your knowledge, experience and skills match the job description and selection criteria listed in the person specification. If necessary, you can continue on an additional sheet as indicated on the application form.

### **Data Protection**

All information supplied on application forms will be kept strictly confidential and will only be used for the purpose of recruitment selection. Application forms for all applicants will be retained in a secure area for a period of one year from the date of interview and then destroyed.

### **Interviews**

The interview date is usually stated in the advertisement. If the date set presents a problem, please email the recruitment team as soon as possible, however our ability to accommodate changes to the timetable may be limited. If there is no date in the advert you will be informed of arrangements if you are shortlisted and given at least a weeks' notice of the date.

**Please note that if you do not hear from us within 2 weeks of the closing date, your application has been unsuccessful on this occasion.**

## **Your national walking and wheeling charity.**

Paths for All (known as Walking Scotland) is a Scottish charity, SC025535, regulated by the Scottish Charity Regulator (OSCR) and registered as a company limited by guarantee, 1068554.

## **Recruitment complaints procedure**

Applicants for posts in Walking Scotland will be selected on their ability to fulfil the requirements of the post applied for, in line with our Recruitment and Selection policy. If you consider that the recruitment process has been managed in a discriminatory or unfair manner, or if there is any aspect of our process that did not comply with our standards, you can register a complaint with the HR Manager at [recruitment@walkingscotland.org.uk](mailto:recruitment@walkingscotland.org.uk)

**Walking Scotland**  
**June 2025**

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