



# Walking Scotland

## Executive Support and Office Manager

### Job Description

**Responsible to:** Head of Finance and Corporate Services

**Office base:** Blended working between Stirling office and home working, with a minimum of 3 days a week in the Stirling office.

The Executive Support and Office Manager will work closely with the Head of Finance and Corporate Services to assist Walking Scotland to achieve its long-term ambition of sustainability and resilience by

- Providing high level executive support to the CEO, Senior Leadership Team and Board to assist them in achieving Walking Scotland's strategic outcomes
- Ensuring Walking Scotland is served by high quality, effective administrative processes and efficient resource allocation aligned to the strategic objectives
- Work proactively with the CEO, Senior Leadership Team and Managers to ensure best practice in governance, compliance and quality assurance.

The Executive Support and Office Manager will have specific strategic management responsibility for the provision of executive support to the CEO, Senior Leadership Team and Board. The Executive Support and Office Manager will also be responsible for the management of meetings of the Senior Leadership Team and Board. The role is responsible for the line management of the Administrative Officer.

## **Main activities**

1. Together with the Head of Finance and Corporate Services collaborate strategically with the CEO, and Senior Leadership Team to put in place administrative support to ensure an effective organisation and support of key Senior Leadership Team and Board meetings.
2. Working with Managers to lead on the development of effective and efficient processes and systems to maximise administrative support across Walking Scotland. Review and revise, as appropriate, the systems and processes needed to deliver high quality administrative support across the organisation.
3. The management and leadership of the Administrative Officer. Together with the Head of Finance and Corporate Services, the administrative team works to deliver high quality effective and efficient administrative services to support the charity's objectives and strategy.
4. Work with the Head of Finance and Corporate Services to support the CEO, Senior Leadership Team and Managers to ensure key deadlines, project deliverables and business objectives are achieved.
5. Provide executive support to the CEO and Senior Leadership Team, drafting complex and /or confidential correspondence and reports where appropriate using judgement and initiative.
6. Work with the Head of Finance and Corporate Services to support the CEO and Senior Leadership Team by undertaking desk-top research, providing data and verbal or written reports as appropriate.
7. Responsibility for the coordination and management of CEO/Senior Leadership Team/Board and Board Subgroup meetings. This will involve organising meetings, co-ordinating production of meeting agendas and minutes and following up on actions as required.
8. Work with the Head of Finance and Corporate Services to organise internal and external meetings and events for the CEO and Senior Leadership Team.
9. Be responsible for the administrative operational budget, including planning and management in accordance with Walking Scotland processes and delegated authority.

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

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10. Build strong and effective working relationships with internal and external stakeholders to ensure the delivery of high-quality services.
11. Act as the main point of contact across the charity for all administration queries, providing guidance and support across the organisation.
12. Support the Head of Finance and Corporate Services to co-ordinate GDPR compliance across the organisation, including the implementation of the Records and Data Retention Policy.
13. Work proactively with the Head of Finance and Corporate Services and other managers to ensure best practice in governance, compliance and quality assurance across the organisation.
14. Work with the Administrative Officer to provide First Aid and Fire Warden cover to the office. This will involve ensuring training, equipment and systems are fit for purpose.
15. As a member of the Management Team, participate in the planning and facilitation of learning events including seminars, workshops and regular networking to enable and encourage the exchange of information, experience and ideas.
16. Working closely with the Monitoring, Evaluation, Accountability and Learning (MEAL) Officer to ensure high quality monitoring and evaluation within the provision of administrative support that aligns with the framework developed for Walking Scotland.
17. Ensuring necessary governance and compliance processes are in place to deliver to plan, quality, budget, and risk management.
18. Ensure the delivery of Walking Scotland's strategic outcomes as well as outcomes aligned to funding requirements.
19. Collaborate with other Walking Scotland Managers to identify strategic links and opportunities to embed learning into existing and new Walking Scotland products and programmes.
20. Take ownership of any issues and find appropriate solutions.

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21. Undertake any other duties appropriate to the post and in accordance with the needs of Walking Scotland.

This job description will be reviewed periodically and updated as required in consultation with the postholder.

**Walking Scotland**  
**April 2026**

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