



Executive Support and Office Manager

Person Specification

Work and other experience	<ul style="list-style-type: none">• Experience of working alongside and providing strategic support to Senior Management and Board members• Experience of researching and writing reports to support strategic decision making• Experience of using initiative and judgement• Experience of monitoring, evaluation and reporting on projects and initiatives• Experience of managing and leading staff• Experience of co-ordinating GDPR compliance and oversight of Records and Data Retention Policies• Experience of working to best practice in governance, compliance and quality assurance• Experience of managing and reporting against budgets, KPIs, and ensuring that projects are delivered within financial parameters• Experience in strategic programme development, ensuring necessary governance and compliance processes are in place• Experience of operating at a strategic level to ensure learning is shared, and connections and opportunities for added value are identified across the organisation.• Experience of translating policy into practice with on the ground implementation.
Knowledge and skills	<ul style="list-style-type: none">• Strong interpersonal skills with the ability to quickly establish and maintain positive relationships.• Excellent organisational, creative problem solving and prioritisation skills• Ability to make sound judgments and decisions considering risk, time/cost and overall benefit• Excellent communication skills, both oral and written• Able to develop and deliver reports and present findings to a range of internal audiences.

	<ul style="list-style-type: none"> • Able to build partnerships and develop effective working relationships with colleagues across the organisation. • Able to identify additional systems requirements and to source or develop these as appropriate. • Strong outcome based project management skills, with the ability to manage multiple projects simultaneously and meet deadlines. • Strong analytical skills, attention to detail and working to a high degree of accuracy. • Confidence and competence in utilising modern office, communications and IT skills in the Microsoft Office Suite. as well as knowledge and skills to use customer relationship management systems • Possess organisational skills sufficient to autonomously manage personal and team work plan and day to day tasks. • Able to work independently using own initiative but be part of a wider team supporting colleagues and contributing positively to team culture. • Strong out-come based project management skills, with the ability to manage multiple projects simultaneously and meet deadlines • Able to be flexible and adaptable to reflect changing business needs • Ability to negotiate and form credible relationships developing effective working relationships with a wide range of stakeholders • Through monitoring and evaluation have the ability to demonstrate the impact of the team’s work
<p>Personal qualities</p> <p>Walking Scotland April 2026</p>	<ul style="list-style-type: none"> • Self-motivated, proactive and solutions-focused with the ability and drive to take ownership of all responsibilities. • Confident and discrete in dealing with confidential matters • Willing to learn and grow in the role. • Commitment to continuous improvement and development • Commitment to Walking Scotland’s strategic vision and values. • Displays a professional approach to engaging and negotiating with stakeholders and supporting others.

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