



## Walking Network Training Development Officer

### Person Specification

<b>Work and other experience</b>	<ul style="list-style-type: none"><li>• Experience in developing or delivering training courses and offer</li><li>• Experience of managing contracts and relationships with external providers</li><li>• Experience of supporting a community of practice</li><li>• Experience of and ability to work successfully as part of a team</li><li>• Experience of developing and maintaining effective working relationships both internally and externally.</li><li>• Experience of monitoring, evaluating and reporting on training</li></ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Knowledge of what makes a good training course</li><li>• Understanding of public health policy relating to physical activity and health inequality.</li><li>• Ability to facilitate large and small meetings both in person and online using a variety of platforms.</li><li>• Able to be flexible and adaptable to reflect changing business needs.</li><li>• Project management skills, with the ability to manage multiple projects simultaneously and meet deadlines</li><li>• Awareness of the wider policy environment relating to Walking Scotland delivery and how it relates into practice</li><li>• Excellent all-round communication skills and the ability to communicate clearly and concisely to a range of audiences.</li><li>• Able to contribute to reports and help present findings to a wide range of audiences.</li><li>• Strong collaboration and relationship building skills.</li><li>• Ability to demonstrate the impact of your work.</li><li>• Good knowledge of GDPR compliance and data protection best practice.</li><li>• Awareness of the wider policy environment relating to Walking Scotland delivery and how it relates into practice</li></ul>

	<ul style="list-style-type: none"> <li>• Able to build partnerships and develop effective working relationships with a wide range of stakeholders</li> <li>• Possess organisational skills sufficient to autonomously manage personal work plan and day to day tasks.</li> <li>• Confidence and competence in utilising modern office, communications and IT skills in the Microsoft Office Suite.</li> <li>• Ability to demonstrate the impact of your work</li> <li>• Ability to work independently and in a team with a positive, problem-solving approach.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to Walking Scotland's strategic vision and values.</li> <li>• Displays a professional approach to engaging with stakeholders.</li> <li>• Highly motivated, proactive, and results driven.</li> <li>• Flexible and adaptable mindset.</li> <li>• Positive attitude and open to feedback.</li> </ul>

**Walking Scotland  
June 2026**

**Your national walking and wheeling charity.**

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