Walking Scotland

Walking Network Development Officer

Job Description

Responsible to: Walking Network Manager.

Office base: Blended working between home, the Walking Scotland office base in Stirling, and meetings or visits.

The Walking Network Development Officer is responsible for supporting the delivery of the operational priorities for the Walking Network.

This will include working with Walking Network member organisations and strategic partners across Scotland, supporting management of Walking Network grants, developing new membership for priority geographic and demographic communities, and developing and promoting national resources and events for the Walking Network.

The Walking Network Development Officer role supports specific areas of Scotland, and this involves regular contact with members, including in-person visits and online calls.

Main activities

1. Support the promotion and delivery of the Walking Scotland Strategy and outcomes to increase the number of people walking every day.

2. Strengthen the size and diversity of the Walking Network as a membership body through maintaining and analysing robust membership data to identify new membership for geographic and demographic priorities.

3. Support the Walking Network Manager to strengthen the profile of the Walking Network through regular contact in-person and online with members, identifying case studies and stories, and contribution to newsletters.

4. Support the Walking Network Manager in ensuring that Walking Network members have increased knowledge, skills and confidence to deliver high-quality, inclusive walking and wheeling programmes, by developing good practice guides, hosting knowledge-sharing webinars, and supporting training delivery.

5. Support Walking Network Fund grant-holders to have increased reach and capacity by administering the annual Walking Network Fund grant applications, providing ongoing advice and ensuring compliance.

6. Provide increased opportunity for members to network and collaborate through the development and delivery of an annual programme of regional and national peer networking events.

7. Strengthen and share evidence and data about the impact of the Walking Network through designing and administering surveys, and coordinating with the MEAL Lead on reporting for target data.

8. Support the promotion of everyday walking through Walking Scotland's strategic partnerships with a focus on the community setting, e.g. leading walks for partner events, liaising with referral partners.

9. Collect and share models of best practice, positive stories and case study information on walking activity to inspire uptake among Walking Network members.

10. To proactively engage with, keep up to date with and contribute to, relevant policy and legislative developments including consultations, working groups and resource development.

11. Understand and implement Walking for Scotland's policies and procedures including data protection best practices.

12. Highlight and raise delivery issues with line manager in a timely manner.

13. Monitor budget areas within responsibility, working closely with the Walking Network Manager and the Finance Manager.

14. 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
October 2026