Cotswolds National Landscape

Access and Volunteers Support Officer

Job Description

Job Title:	Access and Volunteers Support Officer (Fixed term to March 31, 2028, with possibility of extension subject to funding)
Salary:	£27,720 pro-rata, per annum
Hours:	0.6 full-time equivalent (22.5 hours), subject to experience
Location:	Hybrid working system in place. The Head Office is: The Threshing Barn, Marsden Manor Farm, Rendcomb, Cirencester, Glos GL7 7EU
Reporting to:	Access and Volunteers Lead

Introduction to the Cotswolds National Landscape

The Cotswolds National Landscape is a designated Area of Outstanding Natural Beauty (AONB), managed and looked after by the Cotswolds Conservation Board (CCB).

The CCB is an independent organisation comprising 37 Board members nominated by the local authorities, parish councils and the Secretary of State, Defra. A small team are employed, based at offices in Marsden, and supported by an extensive voluntary warden network. Funding for the Board's main budgets is provided through contributions from local authorities and Defra.

The Cotswolds is the largest of 38 AONBs in England and Wales, covering 790 sq miles (2038 sq kms). It was originally designated in 1966 and then extended in area in 1990.

The organisation has two purposes:

- to conserve and enhance the natural beauty of the AONB
- to increase the understanding and enjoyment of the special qualities of the AONB

In fulfilling these purposes, the Board seeks to foster the social and economic well-being of people living in the AONB.

Overall purpose of the role

To work within the Access and Volunteers Team ensuring the Cotswold Way and other trails within the Cotswolds National Landscape (CNL) provide high-quality walking, cycling and riding experiences for people of all ages and abilities. This will include helping to administer a DEFRA access grant scheme, promotion of access and the National Trail to a wider audience, and coordinating the delivery of work required to implement a barrier-free Cotswold Way National Trail, assisting in the day-to-day management of routes including the northern section of the Cotswold Way National Trail and working with its' associated charity, the Cotswold Way Association and the voluntary arm of the CNL, the Cotswold Voluntary Wardens.

Key tasks and responsibilities

ACCESS

1. Administer the DEFRA access grant funding scheme until the 2027/2028 financial year, working with colleagues and applicants to see the projects through from the ideas stage to completion, with follow up visits to projects.

2. Promote the access scheme more widely through reporting, social media and articles for publications

3. Handle enquiries from members of the public on matters related to Public Rights of Way and other trails within the Cotswolds National Landscape.
4. Support colleagues and volunteers in promoting the wellbeing and inclusion benefits of the trails and wider countryside.
5. Carry out other duties as may reasonably be assigned.

COTSWOLD WAY

6. Assist with the co-ordination of improvement works identified by the feasibility study for the Cotswold Way National Trail, liaising and co-ordinating with the Cotswold Way Association, landowners, local communities, highway authorities and other agencies and voluntary wardens to achieve this.

7. Support the day-to-day management of the northern section of the Cotswold Way

8. Maintain an overview of the condition and use of the National Trail, identifying potential funding opportunities to support improvement works.

9. Maintain an overview of any diversions/ closures that may be required by the Highway Authorities that impacts on the trail access and usage.
10. Build and maintain positive and effective working relationships with the Cotswold Way Association, the Cotswolds Voluntary Wardens, Public Rights of Way Teams and other partner organisations.
11. Ensure the National Trail meets trail quality standards and work proactively to deliver improvements where necessary.

COTSWOLD VOLUNTARY WARDENS

12. Support the Cotswold Wardens in their work along the National Trail

Conditions of Service

1. The Conditions of Service of the National Joint Council for Local Government Services.
2. The Local Conditions of Service are contained in an Employee Handbook.
3. Normal working week is Monday to Friday.
4. Casual car user allowance payable.
5. The post holder will be required to comply with the Board's policies including Health & Safety.
6. The post is subject to a six months' probation period.
7. The Board's operational base is at the Head Office on the Marsden Estate, Rendcomb near Cirencester.
8. Employees are not permitted to smoke in office premises.

Person Specification

Requirements	**Essential/ Desirable**	**Method of Assessment**
Qualifications		
General education, including a minimum of 5 GCSEs including maths	Essential	Application/Certificates
Experience		
Minimum two years' experience in a similar role (including in a volunteer role)	Essential	Application/Interview
Track record of building and maintaining effective partnerships	Essential	Application/Interview
Knowledge and experience of countryside access and rights of way management	Desirable	Application/Interview
Knowledge and experience of the health benefits of outdoor/ countryside recreation	Desirable	Application/Interview
Skills		
Ability to network with a wide range of internal and external stakeholders	Essential	Application/Interview
Good level of written and oral communication skills, and ability to network	Essential	Application/Interview
Confident user of IT	Essential	Application/Interview
Good organisational and time management skills	Essential	Application/Interview
Ability to work independently with high level of initiative, flexibility and adaptability	Essential	Application/Interview

Drafted: October 2026