

**Murton Trust for Education and the Environment – SC031554**

**Position Title: Development Worker – Murton Centre for Rural Skills**

**Hours: 18.5 hours per week. Fixed term for two years.**



**Purpose**

Based in our office you will be responsible for all aspects of developing and maintaining the Murton Centre for Rural Skills. Work will be varied and flexible and will include writing applications to grant giving Trusts, maintaining records, writing reports, organising events, developing a rural skills network and organising a programme of courses. You must be confident, flexible, an excellent communicator and show determination to achieve ambitious targets.

**Specific Tasks**

- raising awareness of the charity and its work at local and national levels
- increasing funds by researching and targeting charitable trusts whose criteria match our charity's aims and activities in relation to the Murton Centre for Rural Skills;
- Research and engage individuals, companies and businesses interested in developing an Angus Rural Skills Network.
- Developing the Angus Rural Skills Network to be a forum for discussion, idea sharing, undertake co-operative actions and develop courses dependent on identified needs.
- Organising and running public engagement events.
- Research, develop and plan programmes of events and courses at the Centre.
- Promote the Trust via the provision of talks, presentations and participation in events and activities
- report your performance to managers and Trustees

**Education Attainment & Accreditation**

- Formal qualification (degree or similar) in a biological/environmental science/countryside management or education discipline. Other relevant subject areas or equivalent experience will be considered.

**Professional Skills & Experience**

- Excellent communication skills, both verbal and written.
- Ability to produce promotional materials, develop web site pages and maintain social media
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).
- Understanding of rural skills, wildlife, ecology and nature conservation.
- Understanding of Curriculum for Excellence and DYW (Developing the Young Workforce)

**Interpersonal Skills & Qualities**

- A proven enthusiasm for the outdoors and education and an ability to share it with others.
- Excellent interpersonal skills and a good facilitator who can integrate and coordinate the work of others to deliver results
- Demonstrable ability to plan and prioritise own workload with minimum supervision.
- Ability to work as a member of a close-knit team
- Unwavering ethical, safety, environmental and responsibility value
- networking and negotiating skills
- a creative approach to problem solving
- organisation, planning and administration skills
- skills in researching, analysing and writing reports

This position is funded by Angus LEADER. It is part of their wider support for our project relating to the creation of our Murton Centre for Rural Skills.



**Scottish Rural  
Development  
Programme**