



Murton Trust for Education and the Environment (SC031554)

Position: Events and Activities Coordinator

Hours: 25 hours per week, worked over 4 days

Location: Murton Steading, Arbroath Road, Forfar, DD8 2RZ

Additional Requirements: Occasional weekend work and occasional paid overtime

1. Position Overview

This role combines responsibilities for developing, coordinating and delivering educational visits, events and activities, along with administrative and public-facing duties essential to the smooth running of Murton Trust. Postholders will work collaboratively within a small team to support and deliver Murton's charitable objectives, ensuring high-quality community engagement, operational efficiency, and positive experiences for service users, visitors, and partners.

Work will be varied and flexible, including programme development, event delivery, administrative support, public engagement, funding support, and the maintenance of key records.

2. Accountabilities

- Lead, support, and assist in the development and delivery of activities on site in line with Murton Trust's charitable objectives and current operational plan.
- Maintain and develop all activities according to Murton's strategic plan.
- Raise awareness of Murton Trust locally and nationally.
- Support the charity's operational needs through a range of administrative and organisational functions.
- Contribute to reporting and performance updates for managers and Trustees.

3. Key Duties

Activity & Event Delivery

- Research, plan, prepare and deliver a programme of activities for the community, groups, schools, and service users.
- Assist with setting up and clearing away before and after all sessions and events.
- Maintain and build effective relationships with service users and visiting groups.
- Organise and co-deliver public engagement events.
- Deliver team-building days for visiting groups as required.
- Participate in delivering training for young people and adult volunteers.
- Engage positively with the public, including answering questions from visitors and offering guidance.

Education & Programme Development

- Support the development of educational opportunities including all community learning, tots groups, and curriculum-linked sessions.
- Work with the Manager to support funding applications and provide relevant content for bids.
- Promote the Trust's work through talks, presentations and community engagement.

Administration & Office Support

- Provide general administrative support across the organisation.
- Answer phone calls, respond to enquiries, and support visitor reception.
- Assist with meeting room and event set-up.
- Input and maintain accurate records and data.
- Create and maintain public information and promotional materials.
- Support website content updates and social media posts.

4. Education, Qualifications & Accreditation

Essential / Desirable:

- A formal qualification (degree or similar) in a relevant field such as biological/environmental sciences, countryside management, education or similar — or relevant equivalent experience.
- First Aid certification (or willingness to obtain).
- A childcare qualification is desirable but not essential.
- This job requires contact with vulnerable groups, therefore you will require to gain/maintain PVG Scheme membership.

5. Professional Skills & Experience

- Excellent verbal and written communication skills.
- Ability to produce promotional materials and sound knowledge of social media.
- Strong computer literacy (Microsoft packages, Canva and Wordpress).
- Understanding of wildlife, ecology, nature conservation, and rural skills.
- Awareness of Curriculum for Excellence, DYW, and Early Years Curriculum in Scotland.
- Ability to research, analyse, and write reports.

6. Interpersonal Skills & Qualities

- Enthusiasm for the outdoors, education, and engaging with diverse groups.
- Excellent interpersonal and teamwork skills, with the ability to work collaboratively within a small dedicated team.
- Proven ability to plan and prioritise workload with minimal supervision.
- Professional, approachable, and confident manner.
- Creative problem-solving ability.
- Reliability, honesty, and a strong sense of responsibility.
- Motivation to develop knowledge and skills.
- Strong organisational and planning abilities.
- Ethical approach with strong commitment to safety, environmental responsibility, and inclusion.
- Passion for working with children and supporting learning experiences.

7. Additional Information

- Occasional weekend work will be required for events, holiday cover and seasonal activities.
- Occasional paid overtime may be necessary to support key activities and during busy periods.

Statement of Purpose - Murton Trust for Education and the Environment

For more information regarding our charity and our work please visit our website.

<https://www.murtontrust.org.uk/OurImpactReport/>

Murton is a Scottish Charitable Incorporated Organisation (SC031554) with a dual educational and environmental purpose. We are situated on a former quarry near Forfar in Angus and manage a thriving nature reserve, visitor farm and tearoom set in 100 acres.

The vision - To provide a unique environment in which children, young people and adults can learn and develop skills for life.

The mission - Murton aspires to enrich people's lives by using our site to its full potential. We can offer our unique environment as an educational centre that offers a positive impact on all ages. We hope to be a thriving and sustainable charity valued in the community and recognised nationally.

The specific aims of Murton are:

- To provide educational opportunities that encourages learning and developing skills for life.
- To maintain and establish a thriving nature reserve that encourages access to the outdoors.
- To effectively run a visitor farm and tearoom on our site that offers a recreational and leisure facility and generates income to support our educational work.
- To maintain and develop strong connections with our community through our leadership, work and on our site.

Our values

We value people – We are here for everyone.

We inspire people through our leadership, knowledge, enthusiasm and actions.

We are welcoming, understanding and value difference.

We encourage, respect and nurture the contribution that everyone can make.

We value our place – We develop it with and for people.

We are committed to creating and enriching an enduring natural asset.



We value and recognise the contribution our place provides to the wellbeing of all.
We act responsibly, safely and sustainably in our place.

We make it happen – We move forward with purpose and ambition.
We are curious, responsive and ready to learn from others.
We collaborate and encourage partnerships.
We keep things simple and move forward with purpose.