



<b>Job Title:</b>	<b>Destination Tweed Senior Project Officer</b>
<b>Reporting to:</b>	Destination Tweed Project Director
<b>Staff Management:</b>	None
<b>Status:</b>	Full time fixed term (to 31 March 2025) with possible extension.
<b>Salary:</b>	Grade 4 – between £33,846 and £39,850 pa –depending on experience (+10% pension contribution)
<b>Location:</b>	Primarily Old Melrose Dairy Steading, Melrose, Scottish Borders TD6 9DF with flexible working options considered.

## 1. THE ROLE

This is an exciting opportunity to join the Destination Tweed team and support the further development and delivery of a range of projects. Destination Tweed is a major investment and ambitious five-year legacy project built around the idea of the River Tweed Trail and associated environmental improvements and heritage engagement.

## 2. BACKGROUND

### 2.1 Tweed Forum

Tweed Forum is an umbrella organisation consisting of all the statutory and voluntary bodies with an interest in the Tweed Catchment and its management. Its aim is to 'promote the wise and sustainable use of the Tweed through integrated and holistic management and planning'. It has built up a reputation of working with land managers and agencies to achieve practical action on the ground that delivers multiple benefits on various strategic fronts.

The remit of Tweed Forum is extremely wide ranging with a focus on habitat restoration (rivers, wetlands, woodland and peatland) but also includes climate change adaptation, education and tourism. [The Tweed Catchment Plan \(CMP\)](#) provides the strategic framework for the work of the Forum. We are in the early delivery stages of the Destination Tweed project, a unique source- to-sea restoration and revitalisation project.

### 2.2 Destination Tweed

Destination Tweed is an ambitious five-year legacy project built around the idea of the River Tweed

Trail, a new long-distance source to sea path which roughly follows the River Tweed from its source high on the hills above Moffat, to where it flows into the North Sea at Berwick-upon-Tweed, with a link at the southern end to the Annandale Way. The project comprises a collection of thirteen projects that will deliver benefit for the environment, community and economy and is built upon a partnership approach to project delivery. The project vision is that:

*Destination Tweed will celebrate and share the nature, history and stories of the River Tweed, one of the UK's most highly designated and inspirational river corridors. A five-year, partnership-led investment beginning in 2022 will deliver a source to sea trail, which respects its special status and connects communities and attractions with sensitive, impactful and innovative interpretation. The landscape and river habitats will be enhanced and better understood, new and existing audiences will be meaningfully and actively engaged, and we will create opportunities to celebrate, care for, enjoy and promote the river sustainably whilst achieving health, wellbeing and economic development ambitions.*

Whether walked or cycled in short segments or as a long-distance challenge, the Scottish Borders Council led River Tweed Trail will offer a 115 mile spectacular, memorable and meaningful journey, connecting communities, wildlife, attractions and stories along the Tweed Valley. Coupled with a new distinctive logo and branding, signage, innovative physical and digital interpretation and supporting promotional materials the project will ensure the Trail is recognised amongst the great long-distance routes in the UK.

Tweed Forum are leading a number of enhancement projects including native woodland expansion and designed landscape creation, river restoration, the control of invasive non-native species and the Tweed WATCH education programme. We are working with partners to improve habitats for Pollinators (Buglife), construct bunkhouse accommodation (Tweedsmuir Community Company), reinvigorate the Southern Heartlands (Borders Forest Trust) and are helping to deliver a creative placemaking project focusing on heritage, arts and culture through the Connecting Threads Project (Southern Uplands Partnership). The appointed Senior Project Officer will have an involvement across all projects but specifically will help to develop a community archaeology programme, a community grants scheme, the interpretation package for the Trail and new opportunities for skills development, training and volunteering.

Destination Tweed will make the River Tweed and surrounding area a destination of choice. It will attract a year-round and growing audience with a focus on accessing and promoting the area's rich heritage. It will work with landowners, communities and attractions to connect the Scottish Borders, Northumberland and Dumfries and Galloway in creating a strong brand and identity. It will reinvigorate local economies, help satisfy the increased demand for outdoor recreation and be an exemplar for responsible, low carbon tourism and sustainable land management.

Destination Tweed is being supported by over 30 funders. This includes major awards from the Borderlands Inclusive Growth Deal (Scottish Government), South of Scotland Enterprise, the National Lottery Heritage Fund (NLHF), Sustrans, Northumberland County Council, EU Life, the Fallago Environment Fund and a range of Trusts and Foundations. This post is funded by the UK

Government through the UK Shared Prosperity Fund.

(<https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>)<sup>1</sup>

The total value of the overall investment to Destination Tweed over a period of 5 years will be in excess of £24.7m. For more information on the work of Tweed Forum and the Destination Tweed project, please go to [www.tweedforum.org](http://www.tweedforum.org)

### **3. JOB DESCRIPTION AND RESPONSIBILITIES**

#### **3.1 Introduction**

Tweed Forum is now looking to appoint a skilled and experienced senior project officer to assist the Destination Tweed team in the delivery of the project. The Officer will work alongside the existing Director and Project Manager to assist with the delivery of some key aspects of the project.

Specific tasks may include; overseeing the archaeological element of the programme, supporting interpretation development in relation to the River Tweed Trail, developing a rural skills, training and volunteer programme, working across the range of Destination Tweed projects and helping to monitor and evaluate the projects activities and outcomes. Liaison with the lead partners of the 13 projects and associated groups, assisting with financial administration, grant claims, developing the community grants programme and reporting to the main funders with also feature in this role.

#### **Reporting**

The post holder will report directly to the Project Director with oversight coming from the Tweed Forum CEO and the Project Board. Regular liaison and close collaboration will be required with Project Partners and representatives of Tweed Forum.

#### **3.2 Person Specification**

The successful candidate will be able to demonstrate that they are experienced at delivering partnership projects and that they are exceptionally self-motivated and are passionate about heritage, community and the environment. A knowledge of the Tweed Catchment may be advantageous but not essential.

#### **3.3 Key duties and responsibilities will include:**

- Assisting with the delivery of the River Tweed Trail interpretation package.
- Develop and oversee the archaeology programme and associated community liaison work.
- Scoping the potential to develop a rural skills and training programme.
- Developing volunteer and citizen science opportunities.
- Lead on monitoring and evaluation through close working with external consultants including record keeping and update processes.
- Developing the Community grants programme and associated administration.

- Support Destination Tweed and the Tweed Forum stakeholder engagement and communications.
- Liaising across Destination Tweed projects and coordinating shared and/or separate project delivery, facilitating joint working.
- Inputting to new opportunities throughout project delivery both in terms of content and securing extra resources/funding.
- Assisting with grant claims and reporting to the key funders

### 3.4 Qualifications, Skills & Experience

- Educated to degree level or equivalent.
- Proven experience in project delivery and partnership working.
- Good project management tools and skills and an ability to plan, budget and work to deadlines.
- Ability to plan workload and work to agreed deadlines.
- Excellent communication skills and strong IT and social media skills with an ability to adapt to different audiences, channels and purposes.
- Ability, experience and judgment to work independently and without instruction as well as part of a team.
- Capacity to analyse and interpret information and provide high quality written materials.
- Knowledge of procurement and contract management.
- Experience of managing budgets, multiple funding sources and the associated requirements.
- Genuine enthusiasm and passion for the natural, built and cultural environment and its preservation and promotion.
- Driving license.

**Interested candidates should submit a CV and covering letter (no more than 6 sides of A4 in total), outlining why feel they are suitable for the job, by 9.00am on Monday 16<sup>th</sup> October to [info@tweedforum.org](mailto:info@tweedforum.org)**

**Interviews to be held on Thursday 26<sup>th</sup> October, preferably in person, at Tweed Forum offices, Old Melrose TD6 9DF**

<sup>1</sup>The UK Shared Prosperity Fund is a central pillar of the UK Government's Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local businesses, and people and skills. For more information visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

