

Developing Mountain Biking in Scotland (DMBinS) & Scottish Cycling

Job Description and Person Specification

JOB TITLE:	DMBinS Scottish Borders Trail Co-ordinator
CONTRACT TYPE:	0.8 Full Time Equivalent (FTE), Fixed Term to end of February 2027 (further funding will actively be sought to continue the role) This project is Funded by Scottish Ministers in conjunction with Scottish Borders Council, as the Lead Partner for the Local Action Group.
SALARY:	£33,000 - £35,000 pro rata (dependent on experience)
OFFICE BASE:	Flexible with the expectation of being out on the trails and being in the DMBinS Office at Peel Tower, Glentress once per week
REPORTS TO:	Head of DMBinS
SAFEGUARDING:	This role will be subject to a satisfactory PVG check

INTRODUCTION

Scottish Cycling's mission is to make cycling accessible, inclusive and enjoyable for everyone in Scotland. A key part of this work is delivered through Developing Mountain Biking in Scotland (DMBinS), where we use mountain biking as a tool to strengthen communities, improve health wellbeing, sustainably grow local economies and create opportunities for skills development and learning for people of all backgrounds.

DMBinS works closely with local groups, volunteers, and public sector partners. Together, we support strategic and sustainable growth including grassroots activity by helping communities develop local riding opportunities, deliver inclusive programmes, and build the skills and confidence of participants and volunteers.

Our work includes using trail development and improvements as a vehicle for youth engagement, facilitating community leadership, developing skills of a broad range of people, running trail building education, training and certification, and land manager liaison. By empowering communities to take pride in their local trail networks we, in turn, help more people access mountain biking on safe and improved trails – opening the sport up to more people.

Over the last few years, DMBinS's work in the Scottish Borders, in partnership with local communities and trails association, schools and clubs, has created new or improved over 25km of trails, helped 65 people gain new qualifications, and supported over 400 volunteering opportunities (Shared Prosperity Funding 2023-26).

KEY RESPONSIBILITIES

Community Development & Capacity Building

- Support the establishment and development of new community-led Trail Associations across the Scottish Borders, with an initial focus on Selkirk and Newcastleton.
- Build the capacity of volunteers to take ownership of local trail networks through mentoring, training and organisational support.
- Facilitate community meetings, workshops and engagement events to encourage participation and strengthen local ownership.
- Support Trail Associations to develop governance, volunteer recruitment and sustainable operating practices.
- Help community groups identify future funding opportunities and develop long-term sustainability.

School & Youth Engagement

- Deliver engaging extra-curricular mountain bike trail projects within secondary schools across the Scottish Borders.
- Work alongside teachers to develop their confidence and skills to continue delivering programmes beyond the life of the project.
- Support school mountain bike clubs to become active contributors to their local trail networks.
- Deliver practical sessions that develop young people's confidence, leadership, teamwork and environmental awareness.
- Create clear progression routes from school participation into community volunteering and Trail Associations.

Trail Stewardship & Volunteer Development

- Coordinate volunteer trail maintenance sessions with local communities and schools.
- Deliver or support accredited DIRT Volunteer Trail Dig Leader training.
- Mentor new volunteer trail leaders to enable them to organise and lead local trail maintenance activity safely.
- Promote good practice in sustainable trail design, construction and maintenance.
- Encourage safe, inclusive and environmentally responsible use of local trails.

Partnership & Stakeholder Engagement

- Develop positive working relationships with land managers, schools, community organisations, local authorities and outdoor recreation partners.
- Facilitate partnership agreements that enable sustainable trail management and development.
- Work collaboratively with organisations including Forestry and Land Scotland, The Haining Estate, Tweed Valley Trails Association, Newcastleton & District Community Trust, Rock UK and other local stakeholders.
- Represent Developing Mountain Biking in Scotland at local meetings, forums and partnership events.

Project Delivery

- Coordinate the successful delivery of the Scottish Borders Trails Programme against agreed outputs and outcomes.
- Develop annual delivery plans and coordinate project activities across multiple locations.
- Procure and coordinate equipment, tools and resources required for project delivery.
- Ensure activities are delivered safely and in accordance with organisational policies and risk assessments.

Monitoring, Evaluation & Reporting

- Monitor project outputs and outcomes against CLLD funding requirements.
- Collect participation data, volunteer statistics, case studies and impact stories.
- Prepare reports for funders and project partners.
- Contribute to communications, promotional activity and sharing good practice.

Communications & Promotion

- Promote volunteering and community trail stewardship opportunities.
- Develop positive relationships with local communities and encourage wider participation.
- Support local media, social media and community communications highlighting project achievements.
- Champion the benefits of mountain biking for health, wellbeing, education and community development.

General Responsibilities

- Work as part of the Developing Mountain Biking in Scotland team to support wider organisational priorities.
- Demonstrate a commitment to equality, diversity and inclusion.
- Promote safe working practices and environmental sustainability.
- Undertake any other duties appropriate to the role.

KEY DELIVERABLES (2026–27)

- Deliver extra-curricular programmes in **4 secondary schools**.
- Support **2 programmes** for disengaged young people.
- Establish or strengthen **2 community Trail Associations**.
- Support the delivery of **2 DIRT Volunteer Trail Dig Leader courses**, training **12 new volunteer leaders**.
- Support implementation of the **Tweed Valley Sustainable Trails Plans**.
- Facilitate new land manager agreements for community trail stewardship.
- Increase volunteer participation and mentoring opportunities across the Scottish Borders.
- Create sustainable pathways from school participation into long-term community volunteering and leadership.

DETAILS OF THE POST

The post will be based at the Peel Tower, Glentress; however, a flexible approach will be required to manage the demands of the role including home-based working and travel across Scottish Borders to engage with trails associations, clubs, partners and communities.

Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with Scottish Cycling's Travel and Subsistence policy.

The Employer's holiday year runs from 1st January to 31st December inclusive. Your annual entitlement, based on a 0.8 full-time equivalent position, is 27.5 working days paid holiday plus one day leave on your birthday, including statutory leave entitlement. Seven days of leave must be used when the office is closed over the Christmas period and the other 7 days, within this funding period, can be taken at the post-holders discretion.

The post is 0.8 full time equivalent (30 hours per week). There will be an expectation to work flexibly to meet the needs of the role and the organisation. Meetings and events may take place during evenings and weekends and the postholder may be required to attend commitments outwith normal working hours.

The above job description will be subject to annual review to ensure that it continues to reflect the needs of the Scottish Cycling Strategic Plan and Annual Business Plan priorities.

PERSON SPECIFICATION:

Competency	Essential	Desirable
<p>Educational, Technical and Professional Qualifications</p>	<ul style="list-style-type: none"> • Outdoor first aid qualified or willing to work towards ASAP • DIRT Volunteer Trail Dig Leader or equivalent trail inspection/volunteer leader award or willing to work towards ASAP • Hold the Child Wellbeing and Protection in Sport (CWPS) training certificate or willing to work towards ASAP 	<ul style="list-style-type: none"> • Any other relevant qualifications for trail maintenance, landscape, forestry or equivalent • Any other relevant qualifications relating to mountain bike coaching or leadership • Any other relevant qualification relating to IT use or admin
<p>Relevant Work or Volunteering Experience</p>	<ul style="list-style-type: none"> • Experience of projects involving multiple partners • Experience setting up and/or following robust documentation and admin processes • Experience summarising information and presenting at stakeholder meetings • Experience of trail building and maintenance work using hand tools • Confidence to lead practical volunteer trail maintenance sessions • Ability to work outdoors in all weather conditions • Experience of working with partners and ability to foster working relationships with key stakeholders • Excellent organisational skills and attention to detail • Proven ability of effective time management and forward 	<ul style="list-style-type: none"> • Experience of working in the mountain biking industry or similar outdoor environment • Experience of working with private, public and third sector organisations. • Managing budgets & knowledge of project funding sources • Experience of mountain biking on enduro style trails

	<p>planning</p> <ul style="list-style-type: none"> • Experience of using social media 	
<p>Skills/Aptitudes/ Competencies/ Knowledge</p>	<ul style="list-style-type: none"> • Highly developed interpersonal skills and the ability to build positive working relationships with people at all levels and in all sectors • Demonstrable knowledge of current and future MTB market and trail building and design trends • Ability to identify and follow clear and methodical administration processes. Recognising the importance of necessary audit trail for all trail work documentation required • Ability to think creatively and strategically to maximise impact • Good IT skills using MS Office applications • Ability to organise and prioritise a varied but at times process driven workload to be completed on time • Excellent communication skills at meetings and using social media channels 	<ul style="list-style-type: none"> • Ability to work on ARC GIS or other mapping software • Knowledge of the Scottish Borders and its strengths and weaknesses as a mountain bike destination • Knowledge of landownership and access rights issue
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • A mature, professional friendly and inclusive manner • Enthusiastic, energetic, hardworking and reliable • Genuine passion for trail building with ability to make dig sessions fun and engaging for first time attendees 	<ul style="list-style-type: none"> • Versatility and creativity • Flexible approach to problem solving

	<p>through to supporting more experienced builders.</p> <ul style="list-style-type: none"> • Responsible and sensible approach to outdoor trail work, including an acceptance of the possible constraints placed through landowner agreement or health and safety regulations • Confident of ability to use initiative and able to work with a minimum of supervision • Happy to work out of doors and often alone • Flexible approach to working 	
Other	<ul style="list-style-type: none"> • The role is expected to require some travel to and from dig days. • Flexible approach to work, work locations and expectation that there will be dig days on weekends and evenings. 	<ul style="list-style-type: none"> • Current driving licence • Valid CWPS certificate