**Candidate Information**

**Project Officer**

**I Bike Project, City of Edinburgh**

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| **Salary:** | Grade F:£28,831 per annum (pro rata for part time hours) |
| **Hours:** | Full time hours 37.5 hours per week. This job can be considered from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances. |
| **Contract:** | Fixed term until end March 2025 (with possibility of extension by yearly contract) |
| **Disclosure:** | Enhanced PVG Scheme required for this position as the post holder will be working with children in educational settings |
| **Base:** | Selected Schools in City of Edinburgh, flexibility to work from home when not delivering in-school sessions |
| **Travel:** | The focus of this role is in City of Edinburgh; we may occasionally need you travel during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Project Specific Information**

The I Bike project has been running since 2009 in Scotland, having reached pupils in City of Edinburgh, Perth & Kinross, Fife, East Dunbartonshire, Dumfries & Galloway, Falkirk, Midlothian, North Lanarkshire, North Ayrshire, Edinburgh, Aberdeen City, Dundee, Glasgow, East Lothian, and West Lothian. I Bike in Scottish Borders is a Sustrans partnership project funded by SESTran Regional Transport Partnership.

The post holder will be part of a local working group of all interested partners. This working group aims to ensure that I Bike complements and strengthens existing initiatives within City of Edinburgh and the wider Edinburgh region.

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| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

The I Bike Officer will deliver the I Bike project to school clusters across City of Edinburgh, to promote active travel (cycling, scooting and walking) to and from school and for independent journeys in leisure time. the post holder will support staff and volunteers promoting active travel within the school community (known as school champions) and will harness local authority resources available for active travel and to make links between schools, external partners and the bicycle industry.

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| **Where this role sits in the structure** | This role reports directly to one of three I Bike Coordinators. The I Bike programme is currently overseen by the I Bike Manager.  The role works closely with the I Bike Volunteers and Champions officers, the Education and Young People team in Sustrans Scotland, as well as City of Edinburgh Councils Active Travel Team and Active Schools Team.  This role does not have line management responsibility. |

**Key Responsibilities**

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

Responsibilities include:

1. Delivery of behaviour change and engagement projects under supervision of line manager, including planning and organising tasks and project documentation. Typically, role holders will plan, organise and deliver educational and practical activities and events to give people the knowledge, skills and confidence to travel actively and to help promote active travel.
2. Management of own expenditure.
3. Responsibility for production of risk assessments for approval by line manager.
4. and delivering engagement activities and events with communities and stakeholder groups.
5. Building effective working relationships with nominated ‘active travel champions’ within communities/LAs and providing advice guidance and support.
6. Responding independently to enquiries, queries and issues from external contacts and volunteers.
7. Recruiting and supporting local volunteers to support project delivery and ensure project sustainability.
8. Supervision and mentoring of colleagues at lower grades and/or local volunteers involved in projects.
9. Application of equality, diversity and inclusion principles.
10. Engagement with a broad range of internal and external stakeholders and volunteers to raise awareness of the benefits of active travel.
11. Participating in project meetings to gain information about projects and campaigns.
12. Providing stories and information to promote Sustrans’ work.
13. Contributing to the production of identified project proposals and further developing Sustrans’ approaches to project delivery by suggesting new ideas. Liaising with a range of organisations to secure and develop projects.
14. Awareness of funding opportunities and highlighting opportunities to partner schools/organisations.
15. Qualitative and quantitative, on-street and desk-based research in each project area. Compilation of progress reports and presentations for project funders and tailored recommendations for project partners.
16. Maintaining up to date records of data relevant to Key Performance Indicators (KPIs).
17. Awareness and ongoing learning of behaviour change theory and techniques. Understanding of the COM-B model or the National Standards for Community Engagement.
18. Knowledge of training delivery techniques. Roleholders will share best practice and disseminate learning.
19. Operating within established guidance under supervision.

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience of working with children and young people | ü | ü |
| Experience of working with schools, community groups, environmental projects or young people in another setting | ü | ü |
| **Skills and Abilities** |  |  |
| Good written and verbal communications skills | ü | ü |
| Excellent presentation and report writing skills | ü | ü |
| Ability to prioritise and manage own workload | ü | ü |
| Ability to motivate others |  | ü |
| **Specific qualifications/ training required** |  |  |
| Undertaken (or willing to attend) National Standard cycle instructor training and bike maintenance training | ü |  |
| **Specific knowledge required** |  |  |
| Understanding of active travel programmes in Scotland. | ü | ü |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.