**Candidate Information**

**School Streets Officer**

|  |  |
| --- | --- |
| **Salary:**  | Grade F:£28,831 per annum (pro rata for part time hours) |
| **Hours:** | 37.5 hoursWe are very happy to discuss working hours to suit individual circumstances.  |
| **Contract:**  | Fixed term contract until August 2025 |
| **Disclosure:** | Enhanced DBS required for this position as the post holder will be working with children in educational settings. |
| **Base:**  | Hybrid – Working in the schools around South Tyneside, with option to work from the Newcastle Hub or at home. |
| **Travel:**  | This role will involve regular travel every week. The focus of this role is in the South Tyneside; we may occasionally need you travel / travel further 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.  |

**Job or Project Specific Information**

This new role involves working within school communities in South Tyneside to promote active travel and deliver a number of School Street initiatives.

The majority of your time is expected to be face-to-face behaviour change work with children and young people, school staff, and parents and carers, as well as local residents and other members of the community.

There will be close liaison with local authority staff to define the schools that you will be working in, identify key members of the community and to report on progress throughout the project.

The post holder will report to the School Streets Coordinator, England North and be one of a Sustrans team of officers, working to deliver our behaviour change and engagement and community co-design projects in schools and communities across the North of England

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

**Job Description - About the Role**

**Overview**

To engage with and empower schools and the local community to deliver Schools Streets and identify ways in which their neighborhoods can be made better places for all. To deliver activities in a variety of settings, including classrooms and assemblies, to develop children and young people’s understanding of the benefits of active travel. To work with schools and communities to collaboratively develop effective solutions to issues they have identified.

To work alongside local authorities and other organisations collaboratively on the project. To support ‘school and community champions’ and harness local authority resources to make links between schools and communities. To share best School Streets practice and report back experiences with the rest of the Sustrans School Streets team.

|  |  |
| --- | --- |
| **Where this role sits in the structure** | Reporting into School Streets Coordinator NorthWorking closely with Head of Delivery & Collaborative Design, England North (Newcastle). Deliver Manager, England NorthDirector, England North (Manchester). Schools Officers (UK wide), Behaviour change team members (Bristol) This role does not have line management responsibility |
|  |  |

**Key Responsibilities**

Responsibilities may include:

1. To work with schools and their surrounding communities to identify the barriers and solutions for travelling actively.
2. To deliver activities in a school setting to develop children and young people’s understanding of the benefits of active travel.
3. To identify key groups and stakeholders in the community and set up regular communication with them.
4. To measure baseline pupil walking and cycling activity for home to school and other cycling journeys and carry out follow up surveys at selected schools each year.
5. To provide case studies and information for Sustrans press office (who will liaise with other media partners), and other Sustrans publications
6. To provide advice, information and other support for ‘school and community champions’ – who include teachers, parents, governors, pupils and residents.
7. To regularly communicate with local authority and other partners to update them on project progress, including provision of an annual project report.
8. To support and comply with the organisation’s policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

*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.*

**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.

|  |  |  |
| --- | --- | --- |
|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience of partnership working within a community-based or environmental project  |  | ü |
| Experience of delivering community led projects | ü |  |
| Experience of working with children and young people | ü | ü |
| Experience of multi-agency partnership working in particular with local authorities |  | ü |
| Experience of delivering physical activity or other behaviour change projects | ü | ü |
| **Skills and Abilities** |  |  |
| Excellent communication and presentation skills |  | ü |
| Ability to motivate and enthuse others |  | ü |
| Proven ability to deliver engagement activities and promotional events |  | ü |
| Good report writing skills | ü |  |
| Excellent organisational skills with the ability to plan and prioritise own workload | ü |  |
| Ability to function on own initiative with limited supervision | ü |  |
| **Specific qualifications/ training required** |  |  |
| N/A |  |  |
| **Specific knowledge required** |  |  |
| Knowledge of school settings | ü | ü |
| Knowledge of community consultation | 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.