**Candidate Information**

**Project Coordinator**

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| **Salary:**  | Grade G:£32,45 per annum pro rata |
| **Hours:** | Full time hours are 37.5 hours per weekThis job can be considered for full time or from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances. This role is particularly suitable for job share / compressed hours / school hours. |
| **Contract:**  | Fixed term until September 2025 (with possibility of extension until May 2026)  |
| **Disclosure:** | Enhanced DBS as the post holder will be working with children in educational settings and adults at risk.  |
| **Base:**  | Home based within reasonable travelling distance from Ilkeston. The role will require an average of one day a week in Ilkeston and one day in Derby.  |
| **Travel:**  | This role will involve regular travel every week. The focus of this role is in Ilkeston, Nottingham and Derby. We may also occasionally need you 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 (optional but useful)**

The Project Coordinator role provides an exciting opportunity to develop and manage two behaviour change projects in the East Midlands which will motivate and empower more people to walk, wheel and cycle.

**Job Description - About the Role**

**Overview**

This is an exciting opportunity to join our Midlands and East Behaviour Change team as a Project manager. You will be planning and managing projects which empower and encourage more people to walk, wheel and cycle.

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| **Where this role sits in the structure** | * Reporting into Head of Behaviour Change for Midlands and East
* Working closely with Nottingham and Erewash Council Officers.
* Working closely with regional Sustrans colleagues.
* This role has line management responsibility for two team members
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**Key Responsibilities**

Responsibilities include:

* Setting up and project managing a project in Ilkeston which will motivate and support more people to walk, wheel and cycle to work or for leisure trips in the town.
* Setting up and project managing a behaviour change project in Derby to support younger people and their families to walk, wheel and cycle.
* To update project funders on progress against key indicators.
* To manage two Project Officers, helping them develop skills and knowledge in planning, delivering, and evaluating behaviour change interventions.
* Supervise the production of engagement materials for project promotion.
* Create and manage a monitoring plan for project impact.
* Use multiple systems to keep track of activities, participants, and associated data.
* To comply with organizational policies on health and safety, diversity, and safeguarding.
* Showcasing and advocating for active travel best practices and research to funding partners and stakeholders.
* Any other duties consistent with the nature and grade of the role as agreed with the line manager.

*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 skills, knowledge and experience which will be assessed against at both application and interview stages. You should use the selected criteria as a guide to convey the evidence of your experience in these areas on your application form.

Our website has a useful guide about how to make a great job application to help you.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience working on project with a significant level of community engagement.  | ü |  |
| Experience of developing and maintaining good partnerships.  |  | ü |
| Experience of planning, coordinating and delivering projects, workshops or activities using multiple systems (including Microsoft packages) and processes to meet tight deadlines. | ü |  |
| Experience of supervising and mentoring colleagues  | ü |  |
| **Skills and Abilities** |  |  |
| Proven verbal and written communication skills including presentation skills, technical report writing and negotiation and advocacy skills.  |  | ü |
| Proven problem-solving capability.  |  | ü |
| Strong organisational skills and the ability to plan and prioritise multiple projects.  | ü | ü |
| Excellent stakeholder management, interpersonal and (verbal and written) communication skills. | ü |  |
| **Specific qualifications/ training required** |  |  |
| Knowledge of Project Management tools and/or frameworks.  | ü |  |
| Good IT skills, including Microsoft Office. |  |  |
| **Specific knowledge required** |  |  |
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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.