**Candidate Information**

**Project Engagement Coordinator, Collaborative Design**

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| **Salary:** | Grade G: £32,145 per annum, pro rata for part time hours |
| **Hours:** | 37.5 hours per week  This 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. |
| **Contract:** | Maternity Cover (Secondment available for internal candidates) |
| **Disclosure:** | Enhanced PVG Scheme will be required. |
| **Base:** | Sustrans Hub in Edinburgh or Glasgow with the flexibility to work from home. |
| **Travel:** | This role will involve regular travel to project areas across Scotland. This may involve frequent work outside normal office hours (evenings and weekends) with time off in lieu. Occasional overnight stays away from home may be required. |
|  | 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 Description - About the Role**

**Overview**

The post holder will work as part of the inspiring Collaborative Design team who delivers a range of projects aimed at improving places and facilitating more journeys by walking, wheeling and cycling, in partnership with local authorities and community groups across Scotland.

The post-holder will lead on the engagement elements of one or more projects, conducting on-street and desk-based research in each project area to identify areas for improvement as well as stakeholder mapping, opportunities to partner with local organisations and identify trip generators. The post holder will also plan and deliver a range of activities with communities, stakeholder groups and the local authority to inform project development as well as building and maintaining strong local relationships. The post-holder will also deliver activities that engage stakeholders and facilitate the collaborative design process by ensuring all voices are heard, and communities feel part of the process.

Outputs and activities will include:

* The production of a communications and engagement plan for each project
* The development of a behaviour change plan for each project.
* Collating and presenting data to a range of audiences.
* Planning all elements of project engagement, ensuring events are accessible to all.
* Contributing to the production of case studies and project summaries to demonstrate the impact of current and previous projects.
* Participate in and/or plan and deliver events on behalf of Sustrans more widely.
* To contribute to project and programme monitoring activities.
* To ensure effective local partnerships are developed and maintained to support wider project objectives.
* To work with project delivery and steering groups and participate in project meetings with partners and other stakeholders.

**Where this role sits in the structure**

The Collaborative Design team, historically, has delivered an extensive portfolio of projects which exemplify best practice in engagement and design. The post-holder will report to a Project Lead regarding elements of the project. Our focus is on team delivery and the post holder will benefit support, wealth of knowledge, alongside mutual support and guidance, from other team members performing the same role, as well as the wider organisation.

Key Responsibilities

1. Managing the engagement and behaviour change elements of one or more complex Collaborative Design projects, with the support of a project manager, a programme manager and technical experts. This may include managing part of the project budget, as delegated by the project manager.
2. Sharing learning with colleagues and external partners, providing advice and evidence from projects.
3. Support more junior members of the team and act as a mentor where required. Role holders will support colleagues with their understanding and application of the COM-B model or the National Standards for Community Engagement.
4. Embed equity, diversity, and inclusion principles into project delivery.
5. Building and maintaining impactful relationships with partners, key local stakeholders and decision makers, effectively communicating, guiding, and advising on best practice in behaviour change and engagement.
6. Delivering presentations, workshops and meetings with existing and prospective partners and funders to promote projects.
7. Reporting on the progress of local projects to stakeholders and funders and collating project-related information for marketing and communications.
8. Identifying funding opportunities and feeding back to line manager and input into the submission of tendered and negotiated opportunities ad hoc.
9. Quantitative and qualitative data analysis and reporting. Creation of visuals and reports to demonstrate project progress and impact. Working with Research and Monitoring Unit (RMU) colleagues to build the evidence base for travel behaviour change engagement work.

**NB:** 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.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Proven experience of delivering practical engagement initiatives with equity as a core element. | X |  |
| Experience of leading group workshops and presenting to audiences online and in person. |  | X |
| Experience of designing materials and resources |  | X |
| Experience of conducting risk assessments for engagement activities | X |  |
| **Skills and Abilities** |  |  |
| Strong organisational skills and the ability to plan and prioritise own workload for multiple projects. | X |  |
| Ability to influence others. |  | X |
| Ability to build and maintain strong professional relationships. |  | X |
| Competence in the use of MS Office applications, data handling, remote conferencing platforms and ease in adapting to new online systems and processes. | X |  |
| Ability to operate within established guidance with minimal supervision. | X |  |
| Proven verbal and written communication skills tailored to technical and non-technical audiences, including presentation skills and report writing |  | X |
| **Specific qualifications/ training required** |  |  |
| SP=EED or similar training in engagement on built environment projects. | X |  |
| **Specific knowledge required** |  |  |
| Understanding of active travel and issues facing communities that experience inequalities. | X |  |
| Knowledge of the RIBA workplan or STAG assessment process. | X |  |
| Knowledge of the Equality Act 2010, Equality Impact Assessments and issues of equity in active travel development and delivery. |  | X |
| Understanding of the COM-B model and national standards of community engagement. |  | X |

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.