**Candidate Information**

**Job Title: Active Travel Project Officer Social Prescribing**

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| **Salary:** | Grade F:£28,821 per annum pro rata |
| **Hours:** | Part time hours of 30 hours per week  This job can be considered from 22.5 to 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 31st March 2025 |
| **Disclosure:** | Enhanced DBS required for this position as the post holder will be working with adults with care/support needs or are at risk. |
| **Base:** | Local Authority offices in Nottingham with the flexibility to work from home |
| **Travel:** | This role will involve regular travel every week within Nottingham. The focus of this role is in the City of Nottingham but we may occasionally need you travel further during 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 is an exciting opportunity to join the Sustrans team and work on Travel Well, an innovative Active Travel Social Prescribing Project.

As part of the project, you will deliver walking, wheeling, and cycling activities that promote physical activity levels and mental well-being. Working closely with Nottingham City Council, Nottingham Community and Voluntary Services and Nottingham City GP Alliance, you will share your passion and enthusiasm for walking and cycling and make a positive impact on people’s health and well-being.

As the Project Officer, you will work with people of all ages and walks of life who refer themselves to the project or are referred by a health professional or another community service to the project. Your support will involve identifying routes and delivering buddy walks and rides to encourage physical activity and build confidence.

In addition to working with individuals, you will build relationships with key individuals and organisations, to raise awareness and understanding of the Travel Well programme and support on offer. You will engage with local communities through workshops, events and talks to promote the projects and motivate and enthuse people to join.

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| **Where this role sits in the structure** | Internally, the role will report directly to the Senior Project Manager within the Sustrans Midlands and East Behaviour Change Engagement Team. The Officer will work alongside another behaviour change officer working on the Social Prescribing project and colleagues working on other behaviour change projects in the region.  Externally, the Officer will be in regular contact with colleagues in the Nottingham City Council, Nottingham City General Practice Alliance and NCVS and other service providers and partners working on the project. |

**Job Description - About the Role**

**Overview**

The project is a pilot which is being funded through Active Travel England. The aim of the project is to address individual health and wellbeing needs and encouraging and supporting more people to become physically active, by increasing levels of walking, wheeling and cycling for everyday local journeys and activities.

The pilot gives healthcare professionals the ability to refer patients to services that promote walking, wheeling cycling, and wheeling delivered within the community. Through the project people will be referred from community services, health professionals and self-referral, to a range of walking, wheeling and cycling activities led by several different providers.

Sustrans role as one of these providers is supporting patients walk wheel, wheel and cycle more as part of their day-to-day. The main way that this is achieved is through route planning support and through 1-2-1 walking, wheeling, and cycle rides.

More information about the Travel Well project can be found here <https://www.transportnottingham.com/projects/travel-well/>

**About you**

You should have experience engaging with a diverse range of people, coaching and motivating them to make positive behavioural changes. You will be capable of working on your initiative, managing your workloads and being adaptable and solution focused.

You will also work effectively as part of a team, working alongside volunteers and colleagues to promote and support your activities.

**Key Responsibilities**

Responsibilities may include:

1.    Maintaining productive relationships with the NHS, Nottingham City Council, NCVS and other service providers to report on project progress and share experiences and opportunities.

2.    Engaging with local community groups, workplaces, and job centres to promote the project and encourage people to refer themselves, colleagues, clients, or peers.

3.    Engage with health services to raise awareness of the Travel Well programme and encourage and support them to refer people to our interventions.

4.    Provide regular information, route planning advice and coaching to participants, tailored to their individual needs and physical or mental health conditions.

5.    Planning, delivering and evaluating weekly 1-2-1 walks, wheels and cycles in the local area matched to the participant's abilities and needs.

6.    Collecting and entering confidential data from participants into a database.

7.    Collecting evidence and measuring the success of the pilot.

*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 of delivering physical activity, health or other behaviour change projects | X | X |
| Experience delivering projects with different partners from different sectors | X | X |
| Engagement with a diverse range of people of all ages and abilities |  | X |
| **Skills and Abilities** |  |  |
| Ability to communicate with and present to different audiences | X | X |
| Organising and leading events and activities | X | X |
| Ability to work independently and as part of a team to build meaningful and collaborative relationships. | X |  |
| Ability to prioritize a complex workload. | X |  |
| **Specific knowledge required** |  |  |
| Understanding of active travel and issues facing communities that experience inequalities | X |  |
| Knowledge of walking, wheeling and cycling routes in Nottingham | X |  |
| Basic Understanding of safeguarding |  | 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.