**Candidate Information**

**Active Travel Project Officer**

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| **Salary:** | Grade F: £ 28,831 per annum pro rata |
| **Hours:** | Full time hours are 37.5 hours per week  We are happy to discuss working hours to suit individual circumstances. |
| **Contract:** | Contract to 31st October 2024 (with possible extension) |
| **Disclosure:** | Enhanced DBS is required for this position as the post holder will be working with children in educational settings and vulnerable adults |
| **Base:** | Walking and Cycling Hub –Redcar and Cleveland or Darlington |
| **Travel:** | This role will involve regular travel most weeks in their area. We may 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. |

**Project Specific Information**

We have the opportunity to join the Redcar and Cleveland or Darlington Walking and Cycling Hubs in the Tees Valley. Each hub provides helpful services and interventions to make walking and cycling the natural choice for shorter journeys in the Tees Valley. Building on our success over the past 12 years, this is an exciting and ambitious project which will see the creation of the UK’s largest network of Active Travel Hubs, working together to transform how Tees Valley residents travel for their everyday journeys.

This varied role would see you working in partnership with the local authority, communities, schools, businesses, volunteers and third sector organisations, to remove barriers to transport, increase levels of public health and wellbeing, and protect our local environment.

The post holder will provide support to the project team, project beneficiaries, and volunteers for three days a week in the Walking and Cycling Hub in Stockton. Contracts are until October 2024 with possible extensions.

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

**Job Description - About the Role**

**Overview**

To increase physical activity, health levels and sense of well-being amongst residents and employees of the businesses and higher education establishments within your designated area through the promotion of walking and cycling as a means of accessing employment and training opportunities, local services, parks and green spaces and the wider countryside.

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| **Where this role sits in the structure** | Reporting into the Delivery Coordinator and Delivery Manager, England North  This role does not have line management responsibility (potentially this could change). |

**Key Responsibilities**

1. To coordinate and deliver a programme of work tailored around overcoming identified barriers to active and sustainable travel modes, including a series of practical engagement activities e.g. led rides/ walks, cycle training for adults and children, active travel awareness events, personalised travel information/advice, on street engagement events.
2. To plan and coordinate practical project delivery, attending key events, workshops etc.
3. To work with community engagement and other delivery staff to ensure that best practice procedures are followed and learning is captured when engaging communities in our projects.
4. To train, develop and support Project delivery assistants.
5. To work with Sustrans volunteer programme staff to promote and coordinate opportunities and support project activities.
6. To ensure monitoring and reporting tasks are carried out, with particular respect to partner and funder requirements.
7. To collaborate with colleagues and external partners, supporting them with advice and evidence from our projects, so as to encourage more people to travel more sustainably to work, education and training and as part of their everyday journeys.
8. To report on the project progress to stakeholders, funders and within Sustrans.
9. To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events.
10. To collate project-related information for marketing and broader communications purposes.

*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** |  |  |
| Experience of managing and developing volunteers | ü |  |
| Experience of project delivery with a range of partners |  | ü |
| Experience of delivering behavioural change projects | ü | ü |
| Experience of delivering projects in a community setting | ü | ü |
| Experience of budget management |  | ü |
| Experience of producing reports and monitoring | ü |  |
| **Skills and Abilities** |  |  |
| Ability to prioritise and manage own workload | ü | ü |
| Excellent verbal and written communication skills | ü |  |
| Basic cycle mechanics skills | ü |  |
| Ability to build strong working relationships and to enthuse others |  | ü |
| Ability to work with limited supervision and plan, prioritise and work to tight deadlines | ü |  |
| Ability to communicate and collaborate with a wide range of stakeholders/ partners |  | ü |
| **Specific qualifications/ training required** |  |  |
| Commitment to work towards the following qualification:   * Cycle leader and volunteer walk leader trained * Current first aid certificate * Cycle maintenance qualification * Geographical knowledge of the Tees Valley |  |  |
| **Specific knowledge required** |  |  |
| Knowledge of effective engagement and behaviour change initiatives |  | 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.