# Project Officer, Plymouth

## Role description

* **Reference:** SUS4361
* **Salary:** Grade F
* **Location:** Plymouth, Devon
* **Line manager:** Emma Cocksedge
* **Department / Team:** England South / Behaviour Change and Engagement

### Role summary

The Project Officer will be responsible for delivering an intensive schools engagement project to increase the number of pupils who travel to school by active or sustainable options. They will work with selected schools to enable pupils and their families to walk, wheel, cycle and scoot to school more regularly and reduce the number of journeys they take by car.

The Project Officer will develop an understanding of the demographic diversity of young people and families and the barriers they face when travelling to and from school. They will engage the school communities (pupils, parents and carers and school staff) in fun, innovative and informative activities, deliver practical outdoor skills sessions as well as classroom based lessons, share resources, and work with them to provide them with the knowledge, skills and confidence they need for a more active, sustainable and healthy school commute.

Sustrans projects aim to create a culture of active travel within project schools and the wider school community that keep going even after the project ends. We continue to support the schools with training and supporting school champions who run initiatives independently that promote active travel within their schools.

The officer will work with another Project Officer who is already in place, and Sustrans Volunteers. They will also work in partnership with Plymouth City Council (PCC) and the [Plymotion](https://www.plymouth.gov.uk/plymotion) behaviour change programme, to ensure we make the biggest impact. The officer will join a team of Sustrans project officers who deliver schools based behaviour change and engagement projects across the UK.

### Key responsibilities

* Maintaining working relationships in school settings and communicating regularly with stakeholders and colleagues.
* Developing and delivering activities, resources and events for the wider school community to promote and enable active travel to school through practical skills, initiatives, competitions, incentive programmes, classroom sessions and information stands, as well as virtual and teacher-led activities.
* Designing specific sessions and activities to ensure inclusivity and to reach more vulnerable and underrepresented groups.
* Recruit, nurture and develop Sustrans Volunteers, including School Champions, to support activities and events during and beyond the project.
* Planning and delivering training for School Champions, pupils and parents, as well as community led activities to ensure a legacy for the project.
* Working with local authority officers, local partners, and other relevant organisations.
* Encouraging schools to take part in national competitions and initiatives such as [Cycle to School Week](https://www.bikeability.org.uk/cycletoschoolweek/) and the [Sustrans Big Walk and Wheel](https://www.sustrans.org.uk/our-blog/projects/sustrans-big-walk-and-wheel/), as well as PCC engagement initiatives and activities that support the uptake of active and sustainable travel.
* Carrying out monitoring as required by the programme, producing termly reports, and supporting annual reports to funders. This will include case studies, good news stories and information for Sustrans, Local Authority publications and social media to celebrate success and share best practice.

### Person specification

### Specific qualifications or experience required

* Working with children and young people
* Behaviour change projects, especially related to physical activity
* Partnership working in a community-based or environmental project
* Planning and leading group workshops, activity sessions and event planning

### Specific/technical knowledge required

* Understanding of the benefits of active and sustainable travel
* Basic understanding of safeguarding

### Skills and abilities

* Communicating with different audiences (parents, children, local authority staff, school staff, wider community)
* Working independently, planning and prioritising own workload and working as a team

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.

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We campaign to create healthier places and happier lives for everyone.

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