

Terms of Reference

2020

Who are Sustrans?

Sustrans are a leading UK charity that makes it easier for people to walk, cycle and wheel for everyday journeys.

Please visit our [website](#) for more information on our projects and services.

What is the Active Travel Champions project?

Active Travel Champions works with passionate individuals within your organisation, providing them with the knowledge, skills and resources to promote walking, cycling and wheeling to their peers.

A dedicated Sustrans project officer will be on hand to provide support both in person and at a distance throughout the duration of the project.

Sustrans Active Travel Champions is currently a fully funded project through Transport Scotland.



Active Travel Champions

We want Active Travel Champions to have the most impact possible in your organisation. To enable this to happen we think it is important to clearly define our Sustrans offer as well as what we ask from your organisation.

If you would like clarity on any aspect of this document, please get in touch as we are more than happy to go through it with you.

Workplace outcomes:

- ✓ An increase in employees choosing to travel more actively.
- ✓ More information available to staff on the benefits of and best ways to travel actively.
- ✓ More staff engaging with fun walking, cycling and wheeling focused activities.
- ✓ A boost in favour of cultural shift toward more active ways of travelling – a legacy for organisational change.

What participants say about the programme:

“The help our university has received from Sustrans through the Champions programme is invaluable. A perfect mix of knowledge on anything active travel, connections, swag for events, support for led rides and more. It is the whole package: the project officer, the workplace team and the access to Sustrans expertise.” - Active Travel Champion 2020

What support can you expect from us?

Officer support

Champions will be fully supported by a dedicated project officer, on hand to answer any questions, provide access to resources, share best practice, provide links to partner organisations, and deliver active travel events and training opportunities at your workplace.

Access to training

Built upon a model of upskilling and empowering participants, Active Travel Champions offers access to a wide variety of courses including:

- ✓ Spread the Word – An introduction to Sustrans, the Scottish active travel landscape, behaviour change techniques and ideas generation.
- ✓ Making the Case for Change - a course designed to help Champions make the case for active travel where they live and work.
- ✓ Workplace Walk Leader – Guidance on how to motivate colleagues to become more active through a workplace walking project, providing participants with the skills to lead a health/workplace walk.
- ✓ Essential Cycle Skills – Designed to boost on-road cycle confidence & roadside repair knowledge.
- ✓ Basic Bike Maintenance - An introductory class on maintaining bicycles in order to ensure they are kept roadworthy.
- ✓ Better by Design - An introduction to the principles of urban design and placemaking.

Quarterly group meetings

Working as a group with our Sustrans Officer's involvement, Champions create an active travel action plan tailored to recognise the needs of your organisation, highlighting opportunities as well as identifying particular areas to focus on to increase walking, cycling and wheeling.

Small Grant Fund

Our small grant fund can provide access to up to £500 to fund a whole range of initiatives to support Champions in their role. From gold standard bike locks, to Dr Bike sessions and Bike Breakfasts, this is a fantastic opportunity to boost the promotion of active travel at your organisation.

Workplace Travel Challenge

During the month of March, Active Travel Champion organisations are invited to join the Scottish Workplace Journey Challenge. Designed as a fun and interactive way to compete against other teams and organisations to see who can get the most staff traveling actively. It's a wonderful way to encourage, engage and inspire people to walk, cycle and wheel more often.



Champion Engagement Day

Our annual engagement day provides an opportunity to network with Champions from other organisations, share ideas and hopefully leave feeling more inspired. This is your opportunity to share highlights from the year as well as hear your feedback on the project so far.

Monitoring

In order to record the progress of the project and report to funders we ask Champions and beneficiaries to complete surveys at various stages of the project. This also helps us identify what is working particularly well and to capture invaluable feedback on the project to date.

Workplace commitment

In order for the programme to be effective in your workplace, we need you to commit to providing:

- 1 A key contact within the organisation to engage with the Sustrans project officer.
- 2 Agreement to recruit Champions within your organisation.
- 3 Enthusiasm and commitment to increasing the levels of walking, cycling and wheeling at your organisation.
- 4 Agreement to promote the Active Travel Champions project and its activities through your communication channels.
- 5 Risk assess, plan and monitor events that are delivered, seeking advice from your Sustrans project officer when necessary.
- 6 Permission to monitor the project at different stages, including contacting and organising focus groups.
- 7 Support for staff time to spend on Champion planning and activities. We recommend 2hrs per month for each Champion.

To enable Champions to be as effective as possible, line managers should be aware of their commitments (as outlined above), encouragement from senior management should support Champions' efforts and a clear communication strategy should be in place.

Terms of Reference Agreement

Deliver Sustrans Active Travel Champions, funded by Transport Scotland at

Signed by:

Name:

Role:

Organisation:

Date:

Key contacts:

Signed by:

Name:

Role:

Organisation:

Date:

Lara Fahey
Project Officer, Active Travel Champions
Sustrans Scotland

Email: lara.fahey@sustrans.org.uk
Tel: 07825 659 672

Terry Roberts
Delivery Co-ordinator, Workplaces
Sustrans Scotland

Email: terry.roberts@sustrans.org.uk
Tel: 07970 412127