**Candidate Information**

**Project Officer**

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| **Salary:** | Grade F:£28, 831 per annum pro rata (2 positions available). |
| **Hours:** | Hours are 22.5 to 37.5 hours per week  This job can be considered from 22.5 to 37.5 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 May 2025 (with possibility of extension dependent on funding) |
| **Disclosure:** | Enhanced DBS required for this position as the post holder will be working with children in educational settings |
| **Base:** | Home based within reasonable travel distance from Harlow. Flexibility to work from Sustrans offices in London. |
| **Travel:** | The focus of this role is in Harlow and Gilston Garden Town and we would expect you to travel there to attend meetings and deliver activities on a regular basis. We may occasionally need you travel further during the course of your work including occasional overnights stays as 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 or Project Specific Information**

Include a few sentence to explore /explain what the project is, the areas it will cover, who they are communicating with or anything else that might be relevant.

[Harlow and Gilston](https://hggt.co.uk/) was designated as a Garden Town in January 2017 and encompasses Harlow itself, together with new strategic development sites to the north, east, south and west of Harlow. With new infrastructure and housing being built this is an exciting time to be involved in the Garden Town and a real opportunity to make a difference.

Sustrans’ vision is a society where the way we travel creates healthier places and happier lives for everyone. This role will really focus on this vision across the whole Garden Town with the ability to influence a variety of people and places.

Sustrans did have an embedded Officer in HGGT from 2019 – 2021 which worked on the strategic elements of the Garden Town, whereas these new roles will be far more delivery focused, engaging with the local community and making a difference on the ground. You will be working closely with the HGGT team but are also a short journey from the Sustrans Hub in London to aid collaborative working.

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

**Job Description - About the Role**

**Overview**

The Harlow and Gilston Garden Town (HGGT) team have asked Sustrans to deliver a behaviour change programme for schools, workplaces and community groups to encourage and enable the people of Harlow to travel actively and meet their ambitious modal shift targets. The proposed project includes working with a variety of people across all parts of the local community to deliver events, promote initiatives and run competitions that drive a shift towards more sustainable travel habits.

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| **Where this role sits in the structure** | Reporting into the Senior Project Manager (Midlands and East)  Working closely with Officers in HGGT and the five partner authorities. Also learning from other Project Officers in the region.  This role does not have line management responsibility. |

**Key Responsibilities**

Responsibilities may include:

1. Delivering practical or educational activities to a wide variety of audiences from school children to employees of organisations in the Garden Town.
2. Engaging a range of stakeholders over email, phone and in person.
3. Building relationships with the public, schools, local organisations and HGGT stakeholders.
4. Creating promotional material and communications to increase the visibility of your work
5. Writing reports and presentations
6. Conducting and analysing monitoring data through different methods including surveys, counts, and audits.
7. Planning activities and ensuring you have the equipment, budget, personnel etc. to deliver them.
8. Liaising with local authority officers to ensure that the programme is aligned with wider active travel initiates, infrastructure and policies.

*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 developing relationships and working with a wide variety of stakeholders. | ü | ü |
| Experience of planning and delivering projects, workshops or activities. | ü | ü |
| Experience of writing for different audiences and purposes – e.g. reports, assemblies, promotional material, briefs, emails etc. | ü |  |
| Knowledge or experience of behaviour change projects or initiatives. | ü |  |
| Experience of influencing other people | ü |  |
| Planning effectively using multiple systems (including Microsoft packages) and processes to meet tight deadlines. | ü | ü |
| **Skills and Abilities** |  |  |
| Excellent communication and presentation skills. |  | ü |
| Ability to adapt and be solutions driven. |  | ü |
| Ability to work independently and as part of a team. |  | ü |
| Ability to prioritise a complex workload. | ü | 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.