**Candidate Information**

**Liveable Cities Coordinator, Plymouth**

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| **Salary:** | Grade G:£28,499 per annum pro rata |
| **Hours:** | Full time hours are 37.5 hours per week  This job can be considered for full time or from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances. |
| **Contract:** | Fixed term 12 month (with possibility of extension). |
| **Disclosure:** | Enhanced DBS is required for this position as the post holder will be working with children in educational settings |
| **Base:** | Local Authority offices in Plymouth with the flexibility to work from home combined with some visits to Sustrans’ Hub in Bristol |
| **Travel:** | The focus of this role is in Plymouth; we may occasionally need you to travel / 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. |

**Job Specific Information**

The Liveable Cities Coordinator role provides an exciting opportunity to facilitate a strategic and collaborative approach to developing active travel environments in Plymouth. The post-holder will play a key role in supporting Plymouth City Council to deliver the Department for Transport’s Active Travel Fund and will work with colleagues to create opportunities for people to see, experience and be inspired by the positive impact that active travel environments can bring.

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

**Job Description - About the Role**

**Overview**

To work with Plymouth Council and local community groups to enable the delivery of active travel infrastructure. The post holder will advocate for changes to enable the development of 20 minute neighbourhoods, where walking, cycling and street play are possible for everyone. You will work with community groups, campaign organisations, local businesses, council officers and councillors to make the case for change and to amplify seldom heard voices.

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| **Where this role sits in the structure** | Reporting into the England South Head of Partnerships and Public Affairs  Working closely with members of the Partnerships team, Delivery team, Network Development and other LCT Officers.  This role does not have line management responsibility. |

**Key Responsibilities**

**Delivery of projects or services**

* To work with local community and campaign groups to enable the delivery of active travel infrastructure projects, including project managing stakeholder and community engagement aspects associated with individual projects e.g., Sustrans National Cycle Network, Plymouth City Council’s Active Travel Fund (Tranche 2) and Local Cycling and Walking Infrastructure Plan schemes.
* To work with local community organisations and groups to help them build relationships with key stakeholders, working within the Communications and Stakeholder Engagement Plan.
* To lead on the development of dynamic partnerships, bringing together the expertise and experience of a diverse range of partners to amplify voice and raise the level of ambition for active travel environments.
* To organise and attend meetings that bring together the expertise and experience of a diverse range of partners to amplify voices and raise the level of ambition for active travel environments in communities across the area.
* To work in an interdisciplinary manner across appropriate council departments, within Sustrans and with other organisations.
* To influence council officers, councillors and other stakeholders to align their policies and funding with Sustrans’ Liveable Cities and Towns strategic priority.
* To showcase active travel best practice and research (by Sustrans and other organisations) by delivering events and training to raise awareness and build support for investment in walking and cycling.
* To provide frequent project progress reports/updates to Sustrans and Plymouth City Council against key performance indicators.
* To present project and progress updates and outcomes to a variety of audiences, including funders, key stakeholders, council and Sustrans staff, as well as conference presentations.

• To be responsible for the co-ordination of active travel-related workshops, events and conferences on behalf of Sustrans and Plymouth City Council, including but not limited to:

o Consultation / engagement on the North Stonehouse Quiet Neighbourhoods and Connected Communities proposal

o Supporting LCWIP cycle route audits

o Supporting the Safer School Streets programme

o Consultation / engagement on feasibility studies, such as the Dawes Lane study

**Business Development**

* To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.
* To negotiate with potential funders on the commissioning of relevant technical services of Sustrans Built Environment and Behaviour Change teams to enable the delivery and/or expansion, of impactful projects.

**Communication and marketing**

* To take ownership of the Sustrans Communications and Stakeholder Engagement Plan for Plymouth, which advocates for and amplifies local voices for active travel environments.
* To work with Plymouth City Council and Sustrans’ Communications and Marketing teams to plan and deliver local campaigns and messaging in line with the Communications and Stakeholder Engagement Plan.
* To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities, events, and conferences as required.
* To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile.

**Other**

* To carry out other duties in support of Sustrans and Plymouth City Council’s wider aims and objectives, as required.

*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 working on projects within an established project management framework | ✓ |  |
| Experience of using management systems e.g. customer relationship management (CRM) |  | ✓ |
| Organising and delivering events, training and workshops | ✓ |  |
| Talking to, motivating and engaging a range of audiences | ✓ |  |
| Marketing and communications, including writing print and digital media, including targeted at business/government audiences |  | ✓ |
| Experience of working across disciplines/fields | ✓ |  |
| **Skills and Abilities** |  |  |
| Ability to build relationships and consensus with project partners at all levels including key stakeholders and the general public | ✓ |  |
| Excellent written and verbal communication skills | ✓ |  |
| Ability to undertake stakeholder mapping and engagement |  | ✓ |
| Ability to enthuse and motivate others |  | ✓ |
| Effective time management skills | ✓ |  |
| Ability to work independently and make decisions with minimal supervision | ✓ |  |
| **Specific knowledge required** |  |  |
| Using statistical analysis to examine and evaluate data |  | ✓ |
| Knowledge of best practice in design and promotion of walking and cycling in urban environments | ✓ |  |
| Knowledge of the funding context for active travel in England |  | ✓ |

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.