**Candidate Information**

**Bike It Plus Officer, Dorset**

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| **Salary:** | Grade F: |
| **Hours:** | Full time hours are 37.5 hours per week  This job is full time. We are very happy to discuss working hours to suit individual circumstances. This role is suitable for job share / compressed hours / term-time only. |
| **Contract:** | Fixed term until 9th August 2023 (with possibility of an additional one-year extension (depending on funding). |
| **DBS:** | Enhanced DBS is required for this position as the post holder will be working with children in educational settings. |
| **Base:** | Local Authority offices in Dorchester, with the flexibility to work from home. |
| **Travel:** | This role will involve regular travel every week. The focus of this role is in Dorset. We may occasionally need you to travel further during the course of your work, including occasional overnight 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 or Project Specific Information**

Sustrans has a long and successful history of working in partnership with Dorset Council, dating back to 2010. We have worked together, alongside other likeminded organisations and initiatives, to increase the number of young people travelling to school actively and to reduce car use.

Dorset Council has developed and is continuing to develop a wide range of plans and strategies (such as the Local Walking and Cycling Infrastructure Plans) to promote active travel across Dorset. Promoting walking, cycling, scooting and wheeling (active travel) in local schools has been a priority for many years, with Sustrans officers actively delivering the Bike It Plus Project across schools in Dorset.

The Transforming Cities Fund is allowing the council to currently deliver new walking and cycling infrastructure and other active travel schemes. This brings the opportunity for the Bike It Plus Officers to engage with the wider local community, workplaces and visitors to promote active travel.

The project has confirmed funding until 9th August 2023 with further options for Dorset Council to extend up to an additional year, subject to funding.

The Bike It Officer will report directly to their Delivery Coordinator and will work closely with a second Bike It Plus Officer who will also be working in Dorset schools. They will be in frequent contact with the Volunteer Coordinator, local volunteers, and other delivery staff locally and across the South region, as well as behaviour change officers across the UK.

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

**Job Description - About the Role**

**Overview**

The Dorset Bike It Plus programme offers a tailored package of support to selected schools across the area to help pupils and their families to walk, cycle, scoot and wheel to school more regularly and cut down journeys to school by car.

The Bike It Plus Officer will gain an understanding of the diverse range of young people and families and their needs within the project areas. They will engage school communities in fun, innovative and informative activities, sharing resources and working with them to create healthy journeys to school, by breaking down the barriers to active travel.

Sustrans projects aim to create a culture of active travel within project schools that can be continued once the project has ended. To help achieve this the Bike It Plus Officer will support their school champions to independently run initiatives to promote active travel within their schools.

The Officer will support the council to promote, encourage and enable those living, working and visiting the area to use the new walking and cycling improvements, increasing the number of people using active travel for local journeys on a regular basis.

The Officer will also work closely in partnership with colleagues within Dorset Council, to link into and maximise the benefits of all the sustainable travel programmes.

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| **Where this role sits in the structure** | Reporting into the Delivery Coordinator, England South.  Working closely with other Bike It Officers in England South, including another Bike It Officer Dorset, and other delivery officers across the region.  This role does not have line management responsibility. |

**Key Responsibilities**

Responsibilities may include:

* To engage with schools, developing and maintaining effective working relationships through regular communications.
* Develop and deliver activities, resources and events for the school community which promote and support active travel. This will be done through a mix of practical skills (such as cycle and scooter skills, learn to ride sessions and bike maintenance), competitions (such as the Big Walk & Wheel) and incentive programmes, classroom sessions and information stands, as well as virtual and teacher-led activities.
* Provide sessions and activities which are designed for everyone and to reach more vulnerable and underrepresented groups.
* Provide ongoing support for champions including planning and delivering of training to help them to deliver school led activity.
* Recruit and develop Sustrans volunteers to support activities, events and other activities during and beyond the project.
* To create and run engaging activities to inform, enable and empower communities and workplaces near to new walking and cycling infrastructure projects.
* To work effectively with local authority officers, local partners, and other relevant organisations as appropriate. Linking into other initiatives and activities that support the uptake of active and sustainable travel.
* Carrying out monitoring as required, producing termly reports and supporting writing of the annual reports to funders.

*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** |  |  |
| Working with children and young people | ✓ |  |
| Delivering physical activity or other behaviour change projects | ✓ |  |
| Leading group workshops and events planning | ✓ |  |
| Partnership working with local authorities or similar partners |  | ✓ |
| **Skills and Abilities** |  |  |
| Report writing, and able to do basic data analysis | ✓ |  |
| Communicate to different audiences (parents, children, local authority staff, school staff, wider community) | ✓ | ✓ |
| Organising and running events |  | ✓ |
| Able to adapt and find solutions |  | ✓ |
| Motivate others |  | ✓ |
| Work independently and plan and prioritise own workload |  | ✓ |
| Develop and maintain relationships with other organisations | ✓ |  |
| **Specific knowledge required** |  |  |
| Knowledge of the local area | ✓ |  |
| Understanding of the benefits of active and sustainable travel |  | ✓ |
| Basic understanding of safeguarding |  | ✓ |

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.