**Candidate Information**

**Programme Manager, Active Travel Routes & Networks**

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| **Salary:** | Grade H:£32,475 per annum pro rata |
| **Hours:** | Full time hours are 37.5 hours per week  We are very happy to discuss working hours to suit individual circumstances. |
| **Contract:** | Permanent |
| **Disclosure:** | Access NI is not required |
| **Base:** | Sustrans offices in Belfast with the flexibility to work from home |
| **Travel:** | This role requires the postholder to travel within Northern Ireland; we may occasionally need you to 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**

This is an exciting opportunity to join Sustrans in Northern Ireland, leading on the development of high-quality walking and cycling infrastructure that contributes to the creation of healthier, happier places and supports Sustrans’ aims for [Paths for Everyone](https://www.sustrans.org.uk/about-us/paths-for-everyone) and [Liveable Cities and Towns for Everyone](https://www.sustrans.org.uk/about-us/liveable-cities-and-towns-for-everyone).

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

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| **Where this role sits in the structure** | Reporting to the NI Director  Line managing one Routes and Networks officer and working closely with other NI colleagues as well as colleagues in the Design and Engineering, Collaborative Design and Behaviour Change teams across Sustrans.  This role has line management responsibility for one team member, but it is hoped that the team will grow. |

**Job Description - About the Role**

**Overview**

The postholder will lead the development of active travel routes and networks in Northern Ireland (and potentially the Republic of Ireland), thus making it easier for people to choose to make everyday and recreational trips on foot and by bike.

In particular, the postholder will lead on a new programme of work, supporting local authorities to progress greenway development.

As a member of Northern Ireland’s Senior Leadership Team, the postholder will work with colleagues to build the case for active travel infrastructure development, identify opportunities and promote best practice in the delivery of infrastructure and built environment projects and to ensure opportunities for partnership working are developed across Sustrans NI and in partnership with other organisations.

The postholder will also ensure that equity and inclusion are at the forefront of active travel delivery in Northern Ireland, focussing on improving access to green spaces and providing routes accessible for everyone.

**Key Responsibilities**

1. To lead on the development, management and delivery of linear infrastructure projects, including Greenways/NCN routes, and other walking and cycling routes.
2. To support local authorities in planning and delivering greenways.
3. To lead on the development, management and delivery of projects to improve the built environment, such as School Streets and other traffic reduction measures.
4. To lead multi-disciplinary infrastructure project teams, drawing in expertise from colleagues with specialist skills, such as engineers, urban designers and landscape architects, to make high-level recommendations for appropriate infrastructure improvements.
5. To work in partnership with consultancy partners in the delivery of the Department for Infrastructure’s Strategic Transport Planning and Modelling Framework.
6. To coordinate and lead high quality project delivery to maximize Sustrans’ impact and ensure the best possible coordination across Sustrans projects. This will include leading work allocation, collaboration and resource management.
7. To manage key relationships, internal and external.
8. To ensure the project management framework is used effectively and quality assurance processes are in place and followed to ensure that risks in projects are identified and mitigated.
9. To support the NI Directoras required, to strategically develop the profile of the team to an external audience, through influencing, presence at conferences and collaboration with partners.
10. To encourage a supportive environment within the team, ensuring peer-to-peer mentoring, problem solving and collaboration.

**Business Development**

1. To identify and pursue business development opportunities.
2. To effectively liaise with clients and develop existing business relationships.
3. To contribute to the development of tender documents and applications for funding.

**People management**

1. To line manage the Routes and Networks officer, and any other R+N colleagues who may be recruited, by having training and development plans in place, and

setting clear objectives and monitoring performance to maximise their potential.

**Communication and marketing**

1. To develop effective relationships with and influence key stakeholders such as the Department for Infrastructure, Translink, Council Officers, representatives of local community groups etc.
2. To work with the Policy and Comms Manager to ensure that Sustrans projects and programmes are communicated effectively to the media, supporters and wider population.

*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. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Substantial experience overseeing the planning and development of infrastructure projects (cycling and walking preferably). |  |  |
| A proven track record in project management and implementation to budget and to deadlines |  |  |
| Experience of leading, managing, motivating, and developing a team |  |  |
| **Skills and Abilities** |  |  |
| Excellent verbal and written communication skills |  |  |
| Excellent presentation skills |  |  |
| Strong analytical skills |  |  |
| Ability to build and develop constructive working relationships with key contacts and other relevant organisations |  |  |
| Proven ability to influence and negotiate with key stakeholders including decision makers, politicians and transport directors. |  |  |
| Ability to work under tight timescales and under possible scrutiny from the media, campaign groups and politicians. |  |  |
| Ability to plan and prioritise own workload and work independently |  |  |
| **Specific knowledge required** |  |  |
| Design of routes, including cycling related standards, guidelines and best practice |  |  |
| Transport policy and planning (including road traffic management) |  |  |
| Planning application processes |  |  |
| Site Health & Safety Practice |  |  |
| **Other** |  |  |
| Committed to the promotion of walking and cycling and the ideals of Sustrans |  |  |

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.