**Candidate Information**

**Job Title Project Officer, Community Volunteering**

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| **Salary:**  | Grade F:£25,561 – £30,366 per annum, pro rata |
| **Hours:** | Full time hours are 37.5 hours per weekThis 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. This role is particularly suitable for job share. |
| **Contract:**  | Permanent |
| **Disclosure:** | PVG Scheme is not required this position.  |
| **Base:**  | Sustrans offices in Edinburgh or Glasgow with the flexibility to work from home. |
| **Travel:**  | This role will involve regular travel most weeks across Scotland |
|  | 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 (optional but useful)**

Sustrans Scotland’s Active Communities volunteers use their local knowledge, enthusiasm, and the examples they set as role models within their communities, to encourage increased physical activity and active travel, walking, cycling and wheeling. They do this by running practical activities like bike rides and health walks and through face-to-face conversations and promotion at local events.

Sustrans’ Active Communities Volunteering programme is all about working with people - colleagues, volunteers, and the network of contacts our volunteers already have, and how we can support them to forge new partnerships within their local communities. This approach helps us to engage new audiences. It gives us the opportunity to listen to individual people’s real experiences and understand them, i.e., the practical and social barriers they experience to walking and cycling.

The Project Officer, Active Communities Volunteering will provide training and support to help volunteers run and promote activities and to link up with local community groups and organisations.

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

**Job Description - About the Role**

**Overview**

Our Project Officer, Active Communities Volunteering will support Active Communities Volunteers to co-create and run and promote walking, cycling and wheeling-related activities in their communities. They will also support volunteers to link up with local community groups. They will arrange training courses and provide advice to volunteers, and community groups that want to set up walking, cycling and wheeling-related activities. They will work with colleagues across different teams to provide a coherent approach to supporting communities across our work. Developing one-off light touch volunteering tasks and ways to inspire individuals to take small actions is another key task. Communication is a core part of the role from building strong working relationships with people volunteering colleagues and community partners to writing newsletters and case studies and shaping social media output.

Knowledge of, or interest in Behaviour Change or Social Change is helpful for this role. Our work with communities aims to create change, changes to individual behaviour, by inspiring more people to travel actively and enjoy the healthy, social and environmental benefits this brings and at a wider level social change to create healthier places and happier communities.

Active Communities Volunteering applies a Human Learning Systems Approach that allows greater flexibility in and co-creation of volunteering activities. This has been inspired by Volunteer Scotland’s work and more recently by the launch of the [Volunteering Action Plan](https://www.volunteerscotland.net/about-us/news-blog/news/the-volunteering-action-plan/) (Scotland).

We aim to provide a flexible range of ways to get involve from inspiring individuals to take one-off light touch actions to opportunities that involve regular tasks and training in line with the [Scottish Government’s Volunteering for All: National Framework](https://www.gov.scot/publications/volunteering-national-framework/)  and the [Sustrans Volunteering Strategy](https://www.sustrans.org.uk/media/8988/sustrans-volunteering-five-year-strategy-summary.pdf).

We are working to make our volunteering opportunities and engagement activities more inclusive. This is an important aspect of all our work and our Project Officer, Active Communities Volunteering will work with colleagues towards achieving this goal.

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| **Where this role sits in the structure** | Reporting into the Volunteer Coordinator CommunitiesWorking closely with the Communities Team and Scotland Volunteering Team. This role does not have line management responsibility |

**Key Responsibilities**

Responsibilities may include:

1. Supporting volunteers to co-create, run and promote walking, cycling and wheeling-related activities in their communities
2. Developing and promoting volunteering tasks from light-touch inspired actions to more committed regular volunteering
3. Supporting community groups and their volunteers to set up walking, cycling and wheeling-related activities
4. Gathering impact stories and monitoring data
5. Assisting in shaping the development of the programme
6. Assisting in developing training and support for volunteers running promotional stalls

*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** |  |  |
| Recruiting, training, and managing volunteers | ✓ |  |
| Delivering a health, behaviour change or social change programme |  |  |
| Delivering projects in a community setting |  |  |
| Partnership working with community groups, NGO’s and/or charities |  |  |
| Knowledge of active sustainable travel  |  |  |
| **Skills and Abilities** |  |  |
| Ability to inspire and motivate others |  |  |
| Project promotion: internal and external communication |  |  |
| **Specific qualifications/ training required** |  |  |
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| **Specific knowledge required** |  |  |
| Knowledge of Behaviour Change or social change theory |  |  |

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.