**Candidate Information**

**Director, London**

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| **Salary:**  | Grade L3:£70,905 plus London Weighting Allowance £4,530 (for those living within one of the 32 London Boroughs) per annum pro rata  |
| **Hours:** | Full time hours are 37.5 hours per weekThis job can be considered for full time or from 22.5 hours per week. 2 days in the office is expected. We are very happy to discuss working hours to suit individual circumstances.  |
| **Contract:**  | Permanent |
| **Disclosure:** | Enhanced DBS/PVG Scheme/Access NI is not required |
| **Base:**  | Sustrans offices in London with the flexibility to work from home / Or Home based with regular travel to the London Office (minimum 2 days/week). |
| **Travel:**  | This role does not involve regular travel outwith London. We will occasionally need you to travel 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 Description - About the Role**

**Overview**

Accountable to the Chief Operating Officer for the overall strategic direction of Sustrans in London. This includes managing colleagues and resources and providing leadership to the heads of teams in order to deliver Sustrans’ strategy and business plan priorities and initiatives across London.

Assess the structure, methodology and context for the delivery of Sustrans’ strategic priorities – Paths for Everyone, Liveable Cities & Towns, and improvement of the charity’s operating model – in London. Present options to the COO that will secure the long term, sustainable delivery of impactful work, meeting business plan targets. Lead the implementation of any subsequent changes to the business model and structure in London.

Hold key stakeholder relationships and lead income generation through business development.

Contribute to Sustrans-wide strategic development as a member of Sustrans’ Senior Leadership Team, undertaking England or UK wide tasks as required.

**Where this role sits in the structure**

Reporting into the Chief Operating Officer (COO)

Working closely with:

Internal COO

 Operational Directors

 Sustrans Executive team

Other Sustrans Directors

Sustrans colleagues in London, particularly the Senior Leadership Team

Support services and Sustrans-wide functions

Sustrans volunteers

External Greater London Authority, including the London Assembly and the Mayor’s Office

 Transport for London

 Senior Officers & members at London Boroughs

 Funding agencies

Community, third sector and voluntary organisations working for a liveable city

 Selected consultants

 Local, regional and national media

 London Members of Parliament

This role has line management responsibilities for 4 team members.

**Key Responsibilities**

**Ensuring sustainable & impactful delivery**

* Gain an understanding of the external context in which the London team works – including the policy, funding and political environment.
* Identify the main risks and opportunities to the continued impactful delivery of our business plan objectives for London.
* Ensure the operating model and structure of our London team is able to deliver our impact and financial targets, making changes as required.
* Ensure our ‘For Everyone’ principles and strategic framework are embedded in our delivery.

**Business development**

* Responsible for leadership of income generation through business development in London.
* Responsible for relationships with London based partners/funding bodies and to build and develop both existing and new relationships.
* Contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Strategic governance**

* Lead on the strategic priorities and initiatives for London through ownership and delivery of the London business plan.
* Responsible for maximising the impact of Sustrans’ operations in London.
* Responsible for sustainable financial performance of Sustrans’ operations in London.
* Responsible for quarterly reporting to the COO using agreed templates and key performance indicators.
* Ensure, through delegated responsibility, successful management of project delivery, budget management and compliance with all relevant project management systems and processes.
* Attendance at quarterly colleague forum as required.
* Ensure that Sustrans in London is creative, sustainable and impactful.

**Influencing and external affairs**

* Maintain strong relationships with major organisations, local authorities and key stakeholders in London to ensure that Liveable Cities & Towns and Paths for Everyone, and the work that Sustrans delivers, are recognised and supported.
* Build and maintain relationships with senior TfL colleagues working on strategic and pan London funding programmes for active travel.
* Respond to relevant consultations and provide strategic inputs to key policy debates and formulation, focusing on Sustrans’ agreed priorities.
* Network with other organisations working in the transport, urban planning and environment fields and develop joint working, liaison and co-operation on key policy issues and areas of common interest.

**People management**

* Inspire and Lead London-based colleagues in the course of their work to maintain a positive work ethic and sense of ‘team’ ensuring high levels of, engagement, performance and productivity
* Manage, develop and coach direct reports by setting clear objectives and monitoring performance to maximise their potential, including use of the personal impact and development process.
* Work with the People & OD team to ensure that training and development of colleagues is planned effectively and in line with business needs.

**Communication and marketing**

* Make the case for our work, promote our impact and position Sustrans as a valued delivery partner.
* Ensure our comms aligns to Sustrans’ key messages.
* Support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile.

**Sustrans-wide**

* Leadership of Sustrans-wide projects.
* Promoting London impact within the charity.
* This role may have additional responsibilities as a member of a network of colleagues working on Sustrans-wide oversight of strategic communications.
* Ensure the charity’s relevant business management systems e.g.ERP, CRM, are up to date.

*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** |  |  |
| Well-developed leadership and management skills with proven experience of leading, motivating and developing employees to build high performing teams | ü |  |
| Track record of managing strategic and operational responsibilities in the following areas:* + Strategic planning; alignment with charitable objectives
	+ Business planning and evaluation
	+ Leading change
	+ Impact evaluation
	+ Finance and budget management
	+ Development and delivery of projects
	+ Strategic stakeholder management (including politicians, partners and funding bodies)
	+ Policy development
	+ Governance
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| Providing effective, collaborative business leadership, advice and support at all levels |  |  |
| Experience and understanding of media relations. |  |  |
| **Skills and Abilities** |  |  |
| Ability to set strategic direction in a way that inspires confidence, commitment and encourages ideas and innovation from your teams. | ü |  |
| A talent for conducting impactful conversations, asking effective questions and influencing people at all levels of the organisation and stakeholders. |  |  |
| Ability to make sound, well considered decisions and judgments. |  |  |
| Effective business development skills to build relationships and generate income | ü |  |
| Ability to manage team performance effectively and delegate appropriately |  |  |
| Excellent all-round communicator, adept at:* + Presenting to a variety of audiences
	+ Articulating the vision; an effective and passionate spokesperson for Sustrans
	+ Excellent negotiation skills
	+ Confident and able to chair and/or facilitate complex meetings.
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| Ability to identify and realise opportunities to increase Sustrans’ impact |  |  |
| **Specific qualifications/ training required** |  |  |
| Evidence of continuing professional development |  |  |
| **Specific knowledge required** |  |  |
| Knowledge of relevant organisations and political structures in and affecting London |  |  |
| Committed to the promotion of sustainable transport, demonstrating and personally representing Sustrans values and vision throughout your work. |  |  |

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.