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**Job Description**

**Job Title** Active Travel Officer, Harlow and Gilston Garden

Town (HGGT)

**Reference:** SUS2730

**Salary**: Grade F: £24,446 per annum

**Hours:** 37.5 hours per week

**Contract:** 2 year fixed term to 30 September 2021

**Base:**  Epping Forest District Council Civic Offices

**Job Purpose:**

The HGGT Active Travel Officer will design, develop and undertake a programme of behaviour change activities that promote walking, cycling and public transport across a range of settings including schools, colleges, workplaces and communities. This work is fundamental to achieving targets for a significant modal shift of at least 50% of all journeys being made by sustainable means.

Through the delivery of activities, events and initiatives, the post holder will raise the profile of active and sustainable travel to encourage modal shift and promote the associated health, social and environmental benefits for new and existing communities within the HGGT. This will be achieved through the provision of training, support, incentives, community engagement and motivational activities to positively change travel behaviour.

**Dimensions of role:**

The post holder will work alongside educational establishments, workplaces and new and existing communities to create change and to promote walking, cycling and the use of public transport. The post holder will also support the Garden Town authorities and other relevant stakeholders to develop and implement Travel Plans in relation to new development proposals within the Garden Town.

**Background**

Active Travel will be the primary catalyst for a successful Harlow and Gilston Garden Town (HGGT). Over the next 15 years and beyond, Harlow and its town centre economy will be regenerated, 23,000 homes will be delivered, thousands of new jobs will be created, and further investment will be attracted for the Enterprise Zone, all underpinned by an integrated network of equitable, accessible and attractive mobility choices connecting new, high quality and healthy neighbourhoods.

HGGT lies across five local authority areas - the whole of Harlow District (HDC), along with new development sites within the boundaries of East Hertfordshire District Council (EHDC), Epping Forest District Council (EFDC), Hertfordshire County Council (HCC) and Essex County Council (ECC). A dedicated and committed HGGT team is currently being established across the councils, focussed on ensuring that, to meet the challenges ahead, HGGT is led by a team that is confidently and proactively able to respond to these exciting opportunities.

**Place in organisational structure:**

The post holder will report to a Delivery Coordinator, who is managed by the Head of Delivery for the Midlands and East region. They will work in close partnership with local authority staff and their delivery partners, as well as other Sustrans regional and national staff. The post holder will be part of the wider HGGT team based at Harlow Civic Centre, which is made up of partners from across the five local authorities.

**Key Relationships:**

Internal:

* Delivery Co-ordinator
* Head of Delivery, Midlands and East
* Head of Partnerships, Midlands and East
* England Director, Midlands and East
* Marketing and Communications Officer, Midlands and East
* Other Sustrans Project Officers in the Midlands and East
* Volunteer Coordinator for the Midlands and East
* Research and Monitoring Unit
* Other central Sustrans staff e.g. the Design and Engineering Team

External:

* + - Harlow and Gilston Garden Town Team
    - Epping Forest District Council
    - Harlow District Council
    - East Herts District Council
    - Essex County Council
    - Hertfordshire County Council

**Key Responsibilities:**

1. To work with partners to develop an Active Travel Programme and identify a series of quick wins for HGGT.
2. To promote the Active Travel Programme in educational establishments, workplaces and communities, ensuring engagement, inclusivity and accessibility so that participation is maximised for as many people as possible.
3. To establish and support a group of HGGT Active Travel Champions. To provide advice, information, training and support for the ‘Champions’ to ensure the sustainability and effectiveness of the Programme.
4. To identify barriers to increased levels of sustainable and active travel and develop proposals to reduce or remove those barriers.
5. To help people gain the confidence, enthusiasm and skills to travel more actively and sustainably through planning and delivery of events, activities and training such as: cycle skills, leisure rides, bike maintenance, cycle roadshows, incentive schemes, information stands and workshops and family fun days.
6. To work with partners to research and commission sustainable travel schemes for HGGT, such as car clubs and sharing initiatives, eBike and cycle hire etc.
7. To develop a monitoring framework for the Active Travel Programme and undertake all monitoring tasks required for the project, (including annual and ad-hoc surveys), and prepare monitoring reports for the Sustainable Travel Workstream, HGGT Officer Group and HGGT Board meetings.
8. To write regular progress reports and give presentations to the Sustainable Travel Workstream, HGGT Officer Group and HGGT Board meetings and raise any operational issues requiring attention.
9. To contribute proactively and positively to the wider work of the Sustainable Travel Workstream; tasks may include working on their Local Cycling and Walking Infrastructure Plan (LCWIP), establishing targets, collating survey data and coordinating regular meetings.
10. To collaborate with colleagues and external partners, supporting them with advice, good practice, evidence and informal and formal comments on project and developer proposals.
11. To provide informal and formal comments on project and developer proposals in relation to Active Travel facilities and initiatives (with additional support to be provided by Sustrans colleagues where required).
12. To support Essex County Council (Travel Planning Team/Coordinator) in developing travel plans that incorporate sustainable and active travel projects across the Garden Town, identifying opportunities for securing these through S106 agreements for new Garden Town developments and provide assistance to any funding bids.

**Communication and marketing**

1. To maintain regular communication with a large cross section of stakeholders and beneficiaries alongside the HGGT Communication & Engagement Officer, using a variety of tools including press stories, workshops, advertising, social media and newsletters.
2. To communicate the benefits of active travel to those working, studying and living in the HGGT area using a variety of tools, including press stories, local meetings, advertising, social media and newsletters.
3. To support and comply with Sustrans’ guidance on branding, tone of voice and key messages, positively contributing towards raising the Charity’s profile.

**Training and personal development:**

1. To attend essential Sustrans training as required by the Charity.
2. To be accountable for personal development, including through the achievement of agreed objectives/targets and through participating in relevant professional development activities.
3. To ensure own personal development by working to objectives set as part of the Charity’s appraisal process.

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion:**

1. To support and comply with the organisation’s policy for the management of Health and Safety.
2. To support and comply with the organisation’s policies for the management of safeguarding.
3. To support and comply with the organisation’s policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**Other**

1. To perform any other duties consistent with the nature and grade of the role as agreed with the line manager.

**Working Conditions:**

The post holder will be based within local authority offices in Epping and Harlow (exact location to be confirmed). Travel and work outside normal office hours will occasionally be required, including some evening and weekend hours. The post holder must be prepared to cycle, walk or use public transport for work journeys.

Employment will be conditional on clearance by an Enhanced DBS Disclosure Check.

**Special Note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled: Head of Delivery, Midlands and East

Date: August, 2019

**Active Travel Officer, Harlow and Gilston Garden Town (SUS2730)**

**Person Specification**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Good standard of education |
| Experience | Experience of delivering behaviour change projects  Experience of leading engagement activities, organising and running events  Experience of initiating and building effective relationships with community groups and engaging with different communities (for example, school pupils, school communities, local residents, businesses, employees etc.)  Experience of partnership working with multiple organisations and agencies  Experience of working on projects within an established project management framework |
| Skills and abilities | Excellent written and verbal communication skills  Ability to motivate and enthuse others, a “can do” attitude  Ability to develop productive working relationships  Ability to plan and prioritise own workload, to work independently and as part of a team  Excellent IT literacy |
| Knowledge | Understanding of sustainable transport issues regionally and locally  Knowledge of the benefits of active travel  Familiarity with Sustrans behaviour change projects |
| Other | Willingness to travel by active and sustainable means during the course of work |
| **Criteria** | **Desirable** |
| Qualifications, education and training | Qualified National Standard Cycling Instructor  Qualified Bicycle Mechanic |
| Experience | Experience of working with children and young people  Experience of recruiting, managing and training ‘champions’ or volunteers |
| Knowledge | Knowledge of behaviour change methodology-both theory and practice  Good understanding and knowledge of sustainable transport policy nationally and regionally  Knowledge of local organisations promoting a wider well-being and environmental agenda |
| Skills and abilities | Good report writing skills |