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# Job Description

**Job Title:** Active Travel Officer, Schools

**Reference:** SUS2757

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

**Hours:** 37.5 per week

**Term:** Maternity Cover

**Base:** Working with schools in the South West, including Fermanagh, Omagh and Dungannon. When not in schools, post holder will work from home.

**Job Purpose:**

The post holder will support selected schools to increase the number of pupils travelling actively to school. The post holder will deliver a planned programme of activities, both in and out of the classroom, with the fundamental aim of providing schools with the skills and knowledge to get more children walking, cycling and scooting as their main mode of transport to school. The post holder will support ‘champions’ within schools and will monitor and report on changes in travel behaviour.

**Dimensions of role:**

Sustrans has been commissioned by the Department for Infrastructure and the Public Health Agency to continue delivering the Active School Travel Programme in Northern Ireland until 2021.

**Place in organisational structure:**

The post holder will report to the Active School Travel Manager and will be one of six Active Travel Officers delivering the Active School Travel Programme in Northern Ireland. There will be liaison with Behaviour Change and Engagement Team members throughout the UK.

**Key Relationships:**

Internal: Active School Travel Manager

National Director, Northern Ireland

Active Travel Officers, Northern Ireland

Cycling & Walking Team Manager

Cycle Instructors

Policy and Communications Manager, Northern Ireland Research and Monitoring Team

Northern Ireland Sustrans staff

Schools Officers (UK wide)

Other Sustrans staff and volunteers (UK wide)

External: Head Teachers

School champion teachers and other school staff

Pupils

Parents

Funding partners: currently Department for Infrastructure and Public Health Agency

Central and local government agencies including Department of Education, Education Authority, DfI Safe and Sustainable Travel Division, Travelwise, Road Safety, Transport NI and Council offices.

Local bike retailers and mechanics

Supporting organisations, i.e. Eco-Schools, Sport NI, local cycling groups

Local press and media

**Key Responsibilities:**

* + - 1. To promote active travel (cycling, scooting and walking) across the whole school community in selected schools in the designated area.
      2. To deliver a structured programme of practical activities which engage pupils, parents and school staff, primarily in primary schools.
      3. To work with the Active School Travel Manager and Sustrans Research and Monitoring Unit, to measure baseline pupil active travel levels to school and to carry out follow up surveys at selected schools.
      4. To regularly record and monitor activities delivered in schools throughout each school year.
      5. To work with the Cycle & Walking Team Manager and Cycle Instructors to help coordinate delivery of on-road cycle training (Levels 1 and 2 of National Standard cycle training).
      6. To deliver walking and cycling skills training through Dr Bike events, cycle skills sessions and classroom activities.
      7. To promote the benefits of physical exercise, health and active travel to schools and to promote similar initiatives by others, such as Public Health Agency, DfI Travelwise NI, Sport NI and Eco-Schools.
      8. To provide advice, information, and other support for ‘school champions’ – who include teachers, parents and governors.
      9. To help with the co-ordination and delivery of ‘school champion’ training sessions.
      10. To assist in the development and delivery of school resources and lesson plans with links to the NI curriculum.
      11. To be the primary contact with local press and generate media coverage of the project with support from the Policy and Communications Manager.
      12. To help compile information for progress reports, newsletters and presentations for project funders.
      13. To monitor expenditure for school events including programme resources and incentives.
      14. To assist schools to develop an active travel policy where this currently does not exist and to develop an active travel action plan at each school.
      15. To inform and support schools to progress through the Sustrans School Mark accreditation scheme.
      16. To develop links between schools and bicycle manufacturers, local retailers, bike parking manufacturers, and local walking and cycling groups.
      17. To assist in the selection process to identify new schools who will take part in the project each year.
      18. To offer and participate in shadowing and shared learning with other Active Travel Officers and Sustrans staff.
      19. To share good practice with other local authorities and schools in the area through presentations, workshops and press articles.
      20. To complete specific risk assessments for activities deviating significantly from Sustrans generic assessments, such as local bike rides.

**Communication and marketing**

* + - 1. To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.
      2. To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile.

**Training and personal development:**

* + - 1. To attend essential Sustrans training as required by the Charity.
      2. 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.

**Networks**:

* + - 1. This role may have additional responsibilities as a member of a network of colleagues working on Sustrans-wide oversight of strategic communications.

**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 one six Active Travel Officers delivering the Active School Travel Programme to schools in Northern Ireland. Regular early starts will be required for travel to school events. Occasional overnight stays away from home, weekend and late working may be required. When practicable any travel should be made by sustainable modes including use of a company bicycle and public transport.

Employment will be conditional on clearance by the appropriate DBS Enhanced Disclosure / Access NI 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 by: Active School Travel Manager, NI

Date: September 2019

**Active Travel Officer, Schools (SUS2757)**

**Person Specification**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Good standard of education with a minimum of 5 GCSEs including English and Maths |
| Experience | Experience of working with children and young people  Experience of delivering physical activity or behaviour change project  Experience of partnership working within a community-based or environment project |
| Skills and abilities | Excellent verbal and written communication skills  Excellent presentation skills  Excellent organisational skills with the ability to plan and co-ordinate a range of activities  Ability to build strong working relationships  IT literate with Microsoft Word, PowerPoint, Excel  Ability to be self-motivated  Demonstrable ability to motivate others |
| Knowledge | Basic knowledge of education structures and curriculum in Northern Ireland  An understanding of the health benefits of active travel |
| Other | Committed to cycling and walking and the promotion of sustainable, healthy transport  Prepared to cycle and/or use public transport for work journeys where possible and practical  Willing to be trained to become National Standard Cycle Instructor |
| **Criteria** | **Desirable** |
| Qualifications, education and training | Educated to degree level or equivalent  National Standard Cycle Instructor |
| Experience | Experience of working within school, further and higher educational setting  Experience of budget management  Experience of leading group workshops and event planning  Experience of working with central and local government  Experience of working with volunteers |
| Skills and abilities | Good report writing skills |
| Knowledge | Comprehensive knowledge of education structures and curriculum in Northern Ireland |