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**Job Description**

**Job title:** Project Coordinator, Bike Life Scotland

**Reference:**  SUS2793

**Salary:** Grade G: £27,255 per annum

**Hours**: 37.5 hours per week

(Flexible working arrangements negotiable)

**Contract:** Fixed term contract until 30 June 2020 (with possibility of extension depending on funding)

**Base:**  Sustrans Scotland office in Edinburgh

**Job purpose:**

To successfully coordinate the delivery of the Bike Life Scotland project, working with colleagues from multiple teams and in partnership with key local authorities. To integrate this work with Sustrans Scotland other programmes to maximise the impact of our urban focussed work. To ensure the key findings of the project are communicated to decision makers, influencers and the public. To review and develop the Bike Life Scotland project.

**Place in organisation**

This role reports to the Partnerships Manager, Strategic Partnerships.

**Key relationships:**

Internal: Partnerships Managers, Strategic Partnerships

Head of Strategic Partnerships

Communications & Policy Team, Scotland

Senior Project Officers, Strategic Partnerships

Project Manager, Bike Life UK

Bike Life UK leadership group

Research & Monitoring Unit team

Digital & Marketing team

External: Local authority employees and officials

Transport Scotland officials in the Sustainable Transport Team and other Divisions, as deemed appropriate

Councillors and key decision makers

Local stakeholder for each participating city

The public

**Key responsibilities:**

**Delivery of projects and services:**

1. To coordinate the delivery of the Bike Life Scotland project in the participating cities.
2. To track and monitor the Bike Life Scotland budget.
3. To identify potential risks and ensure risks are minimised and managed where necessary.
4. To ensure the project meets its agreed targets and timescales.
5. To develop and maintain relationships with partner authority leads, key stakeholders and case studies.
6. To co-ordinate regular and consistent communication with partners, key stakeholders and case studies.
7. To identify methods of facilitating sharing of good practice across cities and create opportunities to exchange ideas.
8. To liaise with the Project Manager, Bike Life UK to ensure Bike Life Scotland is closely aligned with the Bike Life UK project, share learning and participate in the Bike Life Leadership Group meetings.
9. To work closely with colleagues to integrate Bike Life with Sustrans Scotland’s other programmes to maximise the impact of our urban focussed work.
10. To provide updates for communications with Transport Scotland as required.
11. To review and develop the Bike Life Scotland project.

**Communication and marketing:**

1. To work closely with Sustrans Scotland’s Policy and Communications team to identify key messages and develop a strategy to communicate this to key decision makers, influencers and the wider public.
2. To inspire and motivate partners to promote the project and its findings
3. To co-ordinate report production and launches for each Bike Life city, including:
   * 1. Ensuring the partner authority meets key milestones for report production (including data, report narrative, launch plan)
     2. Co-ordination of the delivery and promotion of local events, for example the photographic events and local launch activities
     3. Supporting the overall common narrative and design of the reports and draft narrative ensuring local relevance for priority audiences and partners
     4. Facilitating promotional activities and launch events for each city.
4. To create content for each city aimed at inspiring and influencing at both local and national level and supporting Sustrans Scotland’s wider influencing and policy ambitions.
5. To assist in the procurement and management of external organisation(s) to deliver photography and video content for each Bike Life city.
6. To support and comply with Sustrans guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans Scotland’s profile.

**Business development**

1. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Training and personal development**

1. To attend essential Sustrans Scotland training, as required and appropriate
2. To ensure own personal development by working to objectives set as part of the appraisal process.

**Health and safety:**

1. To support and comply with the organisation’s policies 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 undertake other reasonable duties which may arise, as appropriate.

**Working Conditions:**

The post holder will be based at the Sustrans offices in Edinburgh. The post holder may also be expected to occasionally work on a flexible basis including some weekends and overnight stays, and will be asked to travel as sustainably as possible.

**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 post-holder.

Compiled: Partnerships Manager, Scotland’s Cities

Date: Nov 2019

**Project Co-ordinator, Bike Life Scotland (SUS2793)**

**Person specification:**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Educated to degree level or equivalent or equivalent related experience |
| Experience | Experience of successful project management of complex, multi-partner, inter-team projects  Experience of working with external partners.  Experience of budget management.  Experience of communications work.  Experience of both proactive and reactive problem solving. |
| Skills and abilities | Excellent written and verbal communications skills.  Excellent interpersonal and networking skills.  Excellent presentation skills.  Excellent report writing skills.  An ability to develop productive working relationships with a wide range of organisations and individuals.  Ability to communicate with tact and diplomacy.  Ability to be organised and efficient.  Self-starter with the ability to work to a great extent on own initiative with limited supervision. |
| Knowledge | IT literate (knowledge of word-processing, databases, spreadsheets packages, internet and website usage).  Knowledge of local and Scottish Government policies.  Understanding of the importance of research led evidence to support behaviour change  Understanding of the context for active travel in Scotland |
| Other | Committed to the promotion of sustainable transport and associated wider environmental issues |

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| **Criteria** | **Desirable** |
| Experience | Experience of data analysis and interpretation for a wide audience. |