# Project Officer, Flexible

## Role description

* **Salary:** F grade
* **Location:** England, sub-regional
* **Line manager:** Project Manager or Senior Project Manager, Active Journeys
* **Department / Team:** Active Journeys, England Directorate

### Role summary

The Flexible Project Officer role is a dynamic and varied role working across a range of different walking, wheeling and cycling projects in a short term way. The role will work at a sub-regional level and be based in the England Directorate, but it will also be required to work on projects led by other Delivery Directorates.

The activities undertaken will be varied, examples include, delivering practical activities for young people in schools, supporting with the implementation of School Streets, working alongside the NCN and/or Infrastructure teams on scheme-related community engagement, auditing or research activities.

### Key responsibilities

* To plan and deliver a range of practical walking, wheeling and cycling projects and activities, as directed by the line manager.
* To work as the sole project officer or be part of a team working on larger projects. This could include working with the National Cycle Network team, Infrastructure team, Active Journeys team or Connected Communities team.
* To integrate Sustrans volunteers into projects and activities wherever possible, including recruitment, training and supporting volunteers as required.
* To engage with a broad range of internal and external stakeholders whilst undertaking project delivery.
* To contribute to the production of identified project proposals, alongside raising awareness of funding opportunities.
* To comply with Health and Safety procedures and policies, including the production of risk assessments for delivery activities.
* To provide qualitative and quantitative, on-street and/or desk-based research for projects areas, as required. Together with compilation of progress reports and presentations for project funders.
* To ensure project activities are inclusive and able to reach underrepresented groups, helping to achieve Sustrans ‘for everyone’ vision.
* To ensure compliance with Sustrans Project Delivery Framework.

### Person specification

### Specific qualifications or experience required

* 3 years’ work experience working with schools and/or community groups, which may include voluntary work.
* Experience of managing small clearly defined projects or experience of delivering work packages as part of a project.
* Experience of working as part of a team and building meaningful and collaborative relationships, both internally and externally.

### Specific/technical knowledge required

* Understanding of active travel and issues facing communities that experience inequalities.
* Knowledge and understanding of behaviour change theories and tools.
* Knowledge and experience of applying health and safety procedures including risk assessment
* Knowledge of safeguarding principles.

### Skills and abilities

* Excellent verbal and written communication skills including presentation and report writing skills.
* Ability to ‘flex’ across different projects at different delivery stages and local contexts.
* Experience of leading group workshops and presenting to audiences online and in person.
* Proven analytical and proactive problem solving capability.
* Ability to manage own workload, working to tight deadlines and managing own tasks across multiple projects.
* Ability to motivate others.
* Good IT skills and awareness of online engagement tools.

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.

Sustrans is a registered charity in England and Wales (number 326550) and Scotland (SC039263).

We work for and with communities, helping them come to life by walking, wheeling and cycling.

We campaign to create healthier places and happier lives for everyone.

Join us on our journey. [www.sustrans.org.uk](https://www.sustrans.org.uk/)