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# Job Description

**Job Title:** Project Officer, Workplaces, Solent

**Reference:** SUS2953

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

**Fixed Term:** Contract until 31 December 2021

**Hours:** 37.5 hours per week

**Base:** Southampton City Council Office with some work from other partner authority offices.

**Job purpose:**

To be responsible for the delivery of Sustrans workplace sustainable travel initiatives in the Solent area as part of Southampton City Council’s M27/M3 Travel Demand Management (TDM) programme, which provides an opportunity for permanent modal shift from the motor vehicle to more sustainable modes of travel. The role will target businesses and employees affected by the M3 and M27 works, and is commissioned by Southampton City Council (SCC) on behalf of Solent Transport authorities.

The officer will engage with businesses which generate a significant number of trips in the target area. They will engage with staff to offer advice on travel options, promote a range of support and incentives to help tackle barriers individuals have to non-car travel, and offer a toolkit/menu of options to assist businesses. The project aims to cultivate a longer-term legacy of behaviour change for travel and air quality.

The officer will be supported by at least one other behaviour change officer and a senior communications officer, both members of Southampton City Council’s wider My Journey team working across the Solent area. They will have a range of tools available to them to help engage with workplaces and help organisations and individuals explore other ways to travel. The officer will also work to establish a Travel Planners Network in the Portsmouth area.

**Place in organisational structure:**

The postholder will be one of around 35 project officers across the South Region of England and will report to the Delivery Coordinator, England South. There will be close liaison with local authority staff, Sustrans regional staff and other workplace project officers.

**Key relationships:**

Internal: Delivery Coordinator, South

Head of Delivery, South

Regional Director, South

Project Officers, Workplaces, Southampton

Project Officers, Schools and Communities

Other Sustrans staff

External: Southampton City Council

Portsmouth City Council

Hampshire County Council

District Councils

External organisations e.g. Living Streets and Cycling UK

Other project partners (public transport operators, cycling and walking organisations/retailers)

Other key individuals supporting or important to the successful delivery of Sustrans’ aims and our funded work

**Key responsibilities:**

**Delivery of projects or services**

1. To proactively engage business organisations, undertake baseline travel surveys and identify barriers to increased levels of sustainable and active travel for work and business related journeys, mitigating the disruption from the works on the M3 and M27 smart motorways.
2. To develop, deliver and promote a programme of work targeted at organisations generating a large number of journeys, which may include a series of practical engagement activities together with the development of Travel Action Plans.
3. To give people the confidence, enthusiasm and skills to travel more actively and sustainably through the planning and delivery of events, activities and training e.g. cycle skills, led rides, bike maintenance, incentive schemes, information stands and workshops.
4. To ensure inclusivity so that participation is maximised for as many employees as possible.
5. To recruit and assist with the training of Workplace Champions who will support delivery of the project and help to ensure legacy of sustainable travel initiatives.
6. To build an effective relationship with local Sustrans volunteers. Providing information and opportunities for them to be involved and input into the project.
7. To collaborate with Sustrans colleagues and external partners, supporting them with advice and evidence from the project, so as to assist in bringing forward policies and projects to encourage more active and sustainable travel.
8. To establish and develop a Travel Planners Network (TPN) in Portsmouth and actively contribute to the growth and delivery of the Travel Plan Networks in Southampton and Eastleigh.
9. To have an understanding of Travel Demand Management (TDM) and its principle of ‘re-route’, re-mode’, re-time’ and ‘reduce’.
10. To undertake all required monitoring tasks required for the project.
11. To compile progress reports and presentations to the project Steering Group and raise any operational issues requiring attention.

**Communication and marketing**

1. To regularly communicate with the local authority and other partners to update them on project progress, including reporting on quarterly milestones and producing annual project reports.
2. To work closely with Sustrans-wide teams on national campaigns and the My Journey marketing team on local initiatives.
3. To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile and to follow partner authority branding guidelines.

**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.

**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 in Southampton with flexibility for homeworking and from the other partner authorities’ offices. Occasional overnight stays away from home, weekend and late working may be required.

The potholder must be prepared to walk, cycle and use public transport for the majority of daily work journeys.

**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: Head of Delivery, South

Date: Updated July 2020 by Delivery Coordinator, South

**Project Officer, Workplaces, Solent (SUS2953)**

**Person specification:**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Good standard of education |
| Experience | Experience of working directly with workplaces  Experience of partnership working within a workplace engagement setting and/or community setting  Experience of forming productive working relationships with a wide range of organisations, groups and individuals  Experience of working on projects within an established project management framework  Experience of delivering health, physical activity or other behaviour change projects with employees and/or community groups  Experience of forming productive working relationships with a wide range of organisations, groups and individuals  Experience of leading group workshops, organising and running events |
| Skills and abilities | Excellent written and verbal communications skills, including ability to talk to senior workplace employees, members of the public and project funders  Good report writing skills  Excellent organisational skills, including ability to prioritise and manage own workload with minimal supervision  Proven ability to deliver engagement activities and promotional events with minimal support  Ability to build and maintain strong working relationships  Ability to motivate and enthuse others  A flexible and enthusiastic approach |
| Knowledge | Understanding of national sustainable transport issues and trends  Understanding of health, economic and other benefits of active travel  Excellent IT skills, proficient in MS Word/Excel, email and internet use |
| Other | Commitment to the promotion of sustainable and active transport  Commitment to Sustrans’ vision |

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| **Criteria** | **Desirable** |
| Qualification | Educated to degree level or equivalent  Walking/cycling specific training and/or qualifications  First Aid qualification |
| Experience | Project Management experience  Experience of delivering projects with different partners from different sectors, particularly with workplaces  Experience of recruiting and managing volunteers |
| Skills and abilities | Experience of leading rides  Excellent sales skills |
| Knowledge | Good knowledge of the local area  An understanding of local transport issues in the Solent area  Knowledge of behaviour change methodology, both theory and practice  Knowledge of Travel Demand Management |