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**Job Description**

**Job title:** Project Officer: Bike Life Scotland

**Reference:**  SUS3234

**Salary:** Grade F:£24,938 per annum

**Hours**: 37.5 hours per week

(Flexible working arrangements negotiable)

**Contract:** Permanent

**Base:**  Sustrans Scotland office in Edinburgh. Initial full-time home working may be expected due to office closures during current C19 restrictions.

**Job purpose:**

To assist in the delivery of the Bike Life Scotland project, working directly with the Bike Life Strategic Lead and Bike Life Project Coordinator and with colleagues from multiple teams and in partnership with partner local authorities. To facilitate delivery of key components of the Bike Life delivery programme, including project logistics, partner liaison, public engagement and network optimisation. To support the Project Coordinator to ensure the delivery of the Bike Life Scotland Reports and associated programme outputs and objectives.

**Dimensions of the role:**

Inspired by the Copenhagen Bicycle Account, Bike Life is the biggest assessment of cycling in cities and urban areas across the UK and Ireland. Each report looks at infrastructure, travel behaviour, the impact of cycling, and new initiatives. Since our first reports in 2015, Bike Life has informed policy decisions, justified investment and enabled cities to develop more ambitious action plans for cycling. Bike Life is a collaboration between Sustrans and the participating cities.

**Place in organisation**

This role reports to the Project Coordinator: Bike Life Scotland. s.

**Key relationships:**

Internal: Bike Life Coordinator, Strategic Partnerships

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 support the delivery of the Bike Life Scotland project by assisting partner city leads to deliver on key project milestones such as organising Bike Life city photography / vidography shoots and the capturing and recording of Bike Life case studies
2. To facilitate logistical elements of project delivery such as: overseeing the capturing of visual communication content for the Bike Life reports, organising launch events and other engagement activities.
3. To develop and maintain relationships with partner authority leads, key stakeholders and identifying opportunities for valuable participant relationships; for example assisting partners with the identifying, sourcing and recording of key Bike Life case studies.
4. To support in identifying potential risks and ensure project milestone delivery risks are minimised and managed where necessary.
5. To support in ensuring the project meets its agreed targets and timescales by working within the Bike Life project management structure to ensure alignment of workflow and outputs.
6. To support and facilitate regular and consistent communication with partners and key stakeholders and to take an active approach in maintaining / cultivating relationships with current / future Bike Life participants..
7. To assist in identifying methods of sharing good practice across cities and creating opportunities to exchange ideas.
8. To support the Strategic Lead and Project Coordinator to ensure Bike Life Scotland is closely aligned with the Bike Life UK project, share learning and participate in the Bike Life Scotland city group meetings.
9. To work closely with colleagues towards integrating Bike Life with Sustrans Scotland’s other programmes to maximise the impact of our urban focussed work.
10. To support the review and development of the Bike Life Scotland project by being competent in change management. For example; taking an agile approach to project changes and having the capacity to take a flexible approach, innovate ideas and contribute creatively.

**Communication and marketing:**

1. To work closely with Sustrans Scotland’s Policy and Communications team to identify key messages, content and deliver outputs from; the Bike Life strategy and Communications strategy.
2. To assist in inspiring and motivating partners to promote the project and its findings
3. To support the co-ordination of 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 assist in creation of 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 logistical 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 with have an agile working base, sharing time between Sustrans offices (Edinburgh and Glasgow) and homeworking.Homeworking and adapted delivery will take place during the pandemic. 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: May 2021

**Project Co-ordinator, Bike Life Scotland (SUS3234)**

**Person specification:**

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| **Criteria** | **Essential** |
| Experience | Experience of supporting project delivery, particularly of complex, multi-partner, inter-team projects  Experience of working with external partners.  Experience of communications work.  Experience of both proactive and reactive problem solving. |
| Skills and abilities | Good written and verbal communications skills.  Good interpersonal and networking skills.  Good presentation skills.  Good 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.  Excellent organisational skills with the ability to plan and prioritise own workload  Self-starter with the ability to work on own initiative |
| Knowledge | IT literate (knowledge of word-processing, databases, spreadsheets packages, internet and website usage).  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** |
| Qualifications, education and training | Educated to degree level or equivalent, or equivalent related experience |
| Experience | Experience of data analysis and interpretation for a wide audience.  Experience of digital engagement |

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| Knowledge | Knowledge of digital engagement approaches  Knowledge of related local and Scottish Government policies.  Understanding of the importance of research led evidence to support behaviour change |