

**Job Description**

**Job Title:** Project Officer

**Reference:** SUS3373

**Salary:** Grade F: £24,938 per annum

**Hours:** 37.5 hours per week

**Contract:** Permanent

**Base:** Within convenient reach of Sustrans office in Newcastle.

Note: this role might require the post-holder to travel and work at other locations as necessary to undertake projects on behalf of Sustrans.

Initial full-time home working may be expected due to office closures during current C19 restrictions.

**Purpose of Job:**

To undertake and assist with projects across the North of England (and elsewhere as required) that lead to the development of new cycle routes and public realm improvement. This will include undertaking feasibility studies, public engagement exercises, producing reports, maps and drawings and undertaking site visits.

To principally work within our Paths for Everyone and Liveable Towns and Cities programmes, which aim get more people walking and cycling by improving the NCN as well as the connectivity, safety, cohesion and appearance of both urban and rural environments working with communities.

**Place in Organisation Structure:**

The post holder reports to the Senior Network Development Manager, England North

**Key Relationships:**

**Internal:** Senior Network Development manager and team

Head of Network Development and team

Head of Delivery and team

Principal Engineer

England Director, North

Other regional staff

Other Sustrans staff

**External:**  Local authorities

Partner Agencies

Contractors and sub-contractors

Public and voluntary stakeholder groups

Local cycling and walking groups

Landowners, their tenants, land agents and solicitors

Potential funders

Sustrans volunteers

Community representatives

Members of the public

**Key Responsibilities:**

1. To assist with the production of feasibility reports including production of maps, drawings, text and photographic surveys.
2. To assist with public and key stakeholder engagement including the management and administration of project steering groups.
3. To support public events including urban street and public realm engagement.
4. To assist with the monitoring of delivery and impacts of our projects.
5. To assist in the preparation of designs and provide high quality, imaginative and technically-competent design solutions that encourage walking and cycling in both rural and urban settings.
6. To contribute innovative and best practice ideas to improve existing cycle and walking schemes.
7. To develop appropriate design materials, including plans, technical drawings.
8. To assist in delivery of participative design processes with local people, engaging communities as widely as possible.
9. To assist in delivery of creative and eye-catching community engagement and consultation activities and events.
10. To help foster, promote and develop successful relationships with residents and other community stakeholders, including recruiting and training local champions.
11. To participate in project meetings with partners and other stakeholders.
12. To assist in the management of project budgets and timescales.

**Business development**

1. To assist in bid writing for projects at the direction of the Senior Network Development Manager
2. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Communication and marketing**

1. 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 Sustrans’ policies and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**Other**

1. Any other duties consistent with the nature and grade of the role as agreed with the line manager.

**Working conditions:**

The post-holder will live within convenient reach of nominated office base although there will be opportunities to work from home. Overnight stays away from home may be necessary when participating in projects away from the designated base. Occasional weekend and late working may be required with time off in lieu. Sustrans staff are encouraged to walk, cycle or use public transport whenever possible for 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 Network Development, England North

Date: January 2021, (updated salary and contract made permanent - September 2021) **Project Officer (SUS3373)**

**Person Specification:**

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| **Criteria** | **Essential** |
| Qualifications, education and training |  |
| Experience | Knowledge of the issues surrounding walking and cycling infrastructure or general transportation issues |
| Skills and abilities | Ability to build effective working relationships with a range of project partners  Ability to self-motivated and use own initiative  Ability to work to tight deadlines to produce high quality reports and drawings  Experience and evidence of use of computer design packages for written reports and technical documents  An ability to interpret and deliver to a report or design brief  An ability to be organised and efficient, able to function on own initiative with limited supervision  Excellent communications skills and ability to undertake public engagement  Strong administrative skills  The ability to tailor the style of drawings and text content to the appropriate level of detail and character to reflect the stage of the project and the intended audience |
| Knowledge | Understanding of wider transport and/or urban design issues and how they interact with creating more liveable spaces and supporting more sustainable transport modes  Computer literate (knowledge of word-processing, databases, spreadsheets packages, internet and website usage) |
| Other | An enthusiastic team worker  A strong commitment to the promotion of sustainable transport |

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| **Criteria** | **Desirable** |
| Qualifications, education and training | Background and/or qualification in any one or more of the following disciplines:   * transport planning * civil engineering * traffic engineering * structural engineering * project management * contract management * grant management * land negotiation   Experience of GIS mapping systems  Experience of computer design packages which may include Sketch Up, InDesign, Illustrator, Photoshop and AutoCAD |
| Experience | Experience of project management and implementation    Experience of undertaking feasibility studies  Experience of planning applications  Experience of productive partnership working |