**Candidate Information**

**Jobseeker Personalised Travel Planning Officer, Derby**

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| **Salary:**  | Grade F:£24,938 per annum pro rata |
| **Hours:** | 15 hours per weekWe are very happy to discuss working hours to suit individual circumstances.  |
| **Contract:**  | Fixed term until 31 March 2022 |
| **DBS:** | Enhanced DBS is required for this position  |
| **Base:**  | Home based within reasonable travelling distance from central Derby |
| **Travel:**  | This role will involve regular travel most weeks. The focus of this role is in the Derby region; we may occasionally need you to travel further during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of work their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training.  |

**Job or Project Specific Information**

To promote sustainable and active travel with an emphasis on cycling, through a one stop Personalised Travel Planning and Travel Support Service for those seeking employment (including employment benefits claimants, apprentices, new starters and others). Work will be focused in Derby with support given to the Nottingham Jobseeker Personalised Travel Planning Officer.

The aim is to enable those seeking work to develop the skills, confidence and ability to cycle, walk and use all forms of sustainable transport utilising a common menu of support solutions, so improving their access to education, training and employment.

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|  **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

To lead and support the delivery of a range of activities promoting walking and cycling and improved walking and cycling infrastructure and air quality. Delivery will be via both online and face to face community engagement and walking and cycling activities across a range of settings in Derby with a diverse range of communities.

The post holder will work with other organisations that have strong links to job seekers. This could include Job Centre Plus, work program providers, YMCA, Housing Associations and Job Clubs. Jobseekers will be triaged and signposted to relevant support services to assist with their needs including: Journey buddying; Cycle training; Bike loan scheme; Wheels to Work (Derby only); Bike skills courses eg maintenance, Build a Bike; one day public transport tickets.

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| **Where this role sits in the structure** | Reporting into a Delivery CoordinatorWorking closely with other Jobseeker Personalised Travel Planning Officers and Sustrans colleagues.This role does not have line management responsibility. |

**Key Responsibilities**

Responsibilities may include:

1. To promote active and sustainable travel with a focus on cycling to those seeking work. To work with existing and new organisations to identify how best to engage with people seeking work through a series of events and workshops.
2. To measure baseline travel behaviour and carry out follow ups with clients through the use of travel survey forms.
3. To deliver a series of practical engagement activities, active travel awareness events (e.g. community try a bike sessions), travel information and advice sessions to people.
4. To commission and coordinate cycling related events including Dr Bike, maintenance and riding skills sessions. These events to be delivered by pre-selected partner organisations, within the specified budget.
5. To provide support for all agencies involved in the delivery of the Capability Fund package.
6. To provide advice, information and co-ordinate training activities for champions who might include advice workers, support staff, teachers and youth workers.
7. To work with the Research and Monitoring Unit to ensure data collection from project participants is both accurate and relevant. You will use this data to produce progress reports for stakeholders.
8. To manage the project activity database on an ongoing basis, using pre-defined procedures to ensure accurate data entry and outcomes can be reported against.
9. To share good practice with other officers in the region and nationally through presentations, workshops and press articles.
10. To manage the effective use of locally held budgets for purchasing resources, support materials and other services.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience of working with people looking for work. | ✓ | ✓ |
| Experience of partnership working with local authorities. | ✓ |  |
| Experience of delivering physical activity or other behaviour change projects. | ✓ | ✓ |
| Experience of community engagement and delivering group workshops. | ✓ | ✓ |
| Experience of working within an employment advice setting. | ✓ |  |
| Experience of working with volunteers and / or community champions. | ✓ |  |
| **Skills and Abilities** |  |  |
| Proven ability to coordinate the delivery of activities and promotional events through partner organisations. | ✓ | ✓ |
| Excellent written and verbal communications skills. |  | ✓ |
| Ability to be organised and able to function on own initiative with limited supervision. |  | ✓ |
| Ability and enthusiasm to motivate others. |  | ✓ |
| Good report writing skills. | ✓ |  |
| **Specific qualifications/ training required** |  |  |
| Walking / cycling specific training and/or qualifications. | ✓ |  |
| **Specific knowledge required** |  |  |
| IT literate | ✓ |  |
| Understanding of the health benefits of active travel. | ✓ | ✓ |

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.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.