**Candidate Information**

**Director, London**

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| **Salary:**  | Grade L2:£57,697 per annum pro rata plus a London Weighting allowance of £3,995 pa |
| **Hours:** | Full time hours are 37.5 hours per week. The post holder will be expected to be flexible in the way hours are worked. We are happy to discuss working hours to suit individual circumstances.  |
| **Contract:**  | Permanent |
| **Disclosure:** | Enhanced DBS is not required  |
| **Base:**  | Sustrans London Hub with the flexibility to work from home  |
| **Travel:**  | This role will involve extensive and regular travel around London. We will occasionally need you to visit the organisation’s other offices throughout the UK.  Occasional overnights stays will be required. |
|  | 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 their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training.  |

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

**London Structure**

**Job Description - About the Role**

**Overview**

Accountable to the Executive Director, England for the overall strategic direction of Sustrans in London. This includes managing staff and resources and providing leadership to the heads of teams in order to deliver Sustrans’ strategy and business plan priorities and initiatives across London.

Strengthening strategic relationships with key organisations and politicians in London and influencing decision-makers in this field. Building relationships with partners/funding bodies in order to secure funds for project delivery and implementation and to help catalyse change in London. Responsible for leadership of income generation through business development.

Contributing to Sustrans-wide strategic development as a member of Sustrans’ team of directors.

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| **Where this role sits in the structure** | Reporting into the Executive Director, England Working closely with: Internal: Executive Director, England  Sustrans Executive team Other Sustrans Directors Senior Leadership TeamHead of Digital and MarketingSustrans Board of TrusteesHealth and Safety teamHR teamFinance teamSustrans volunteersExternal: Greater London Authority, including the London Assembly and the Mayor’s OfficeSustrans’ London Advisory GroupTransport for LondonSenior Officers & members at London BoroughsFunding agenciesCommunity and voluntary organisations working for a liveable city Selected consultants Local, regional and national media This role has line management responsibility for 7 team members. |
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**Key Responsibilities**

Responsibilities may include:

**Strategic governance**

1. To lead on the strategic priorities and initiatives for London through ownership of the London Business Plan.
2. To be responsible for maximising the impact of Sustrans’ operations in London.
3. To be responsible for financial performance of Sustrans’ operations in London.
4. Identify the main risks and opportunities to the continued impactful delivery of our business plan objectives for London
5. To ensure the structure of the London team is fit to deliver sustainable impact.
6. Propose changes to the London business model and structure to ensure long term sustainability
7. To be responsible for quarterly reporting to the Executive Director, England using agreed templates and indicators.
8. To ensure, through delegated responsibility, successful management of project delivery, budget management and compliance with all relevant project management systems and processes.
9. To facilitate the Sustrans London Advisory Group, maximising its networking and influencing benefits.
10. Attendance at staff forum.
11. Ensure that Sustrans in London is radical, sustainable and impactful.

**Influencing and external affairs**

1. To establish strong relationships with major organisations, local authorities and key stakeholders in London to ensure that Liveable Cities and Paths for Everyone, and the work that Sustrans delivers, are recognised and supported.
2. To build on existing, and seek new, political and financial support for relevant initiatives.
3. To respond to relevant consultations and provide strategic inputs to key policy debates and formulation.
4. To network with other organisations working in the transport, urban planning and environment fields and develop joint working, liaison and co-operation on key policy issues and areas of common interest.

**Business development**

1. To be responsible for leadership of income generation through business development in London.
2. To be responsible for relationships with London based partners/funding bodies and to build and develop these relationships.
3. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**People management**

1. To line manage London-based staff in the course of their work and to maintain a positive work ethic and sense of ‘team’.
2. To manage, develop and coach team members by setting clear objectives and monitoring performance to maximise their potential.
3. To work with HR to ensure that training and development of staff is planned effectively and in line with business need.

**Communication and marketing**

1. To raise the profile and reputation of Sustrans in London by acting as a media spokesperson and building relationships with journalists in order to promote our policies and highlight key demonstration projects.

**Health & safety, safeguarding and equality, diversity and inclusion**

1. To work in a manner that supports and complies with Sustrans Children, Young People & Vulnerable Adult Protection and Data Protection policies.
2. 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 and ensure others in London senior management are also compliant.

**Sustrans-wide**

1. From time to time, to lead Sustrans-wide projects.
2. This role may have additional responsibilities as a member of a network of colleagues working on Sustrans-wide oversight of strategic communications.

**Other**

1. To keep the charity’s relevant business management systems e.g. CRM, focal point, business management template up to date.

*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** |  |  |
| Well-developed leadership and management skills with experience of motivating and developing staff and building high performing teams. | ✓ | ✓ |
| Broad significant experience of working with TfL and local government in London in sustainable transport, urban development or associated industry. | ✓ |  |
| Track record of managing the strategic and operational responsibilities in the following areas:* + Strategic planning
	+ Business planning and evaluation
	+ Impact evaluation
	+ Finance and budget management
	+ Development and delivery of projects
	+ Strategic stakeholder management (including politicians, partners and funding bodies)
	+ Policy development
	+ Governance
 | ✓ | ✓ |
| Providing effective business leadership, advice and support to the Executive Director, England. |  | ✓ |
| Ensuring alignment to our charitable objectives. |  | ✓ |
| Experience of media relations. | ✓ |  |
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| **Skills and Abilities** |  |  |
| Ability to set strategic direction in a way that inspires confidence, commitment and encourages ideas and innovation from your teams. | ✓ | ✓ |
| A talent for conducting impactful conversations, asking effective questions and influencing people at all levels of the organisation and your stakeholders. | ✓ | ✓ |
| Can make sound, well considered decisions and judgments. |  | ✓ |
| Strong in effectively delegating and managing the performance of your teams. |  | ✓ |
| Excellent all-round communicator, adept at:* Presenting
* Being an effective and passionate spokesperson for Sustrans
* Excellent negotiations skills
* Confident and able to chair complex meetings.
 | ✓ | ✓ |
| Ability to identify and realise opportunities to increase Sustrans impact. |  | ✓ |
| **Specific qualifications/ training required** |  |  |
| Qualified to degree level or equivalent, with evidence of continuing professional development. | ✓ |  |
| **Specific knowledge required** |  |  |
| Understands relevant organisations and political structures in London. |  | ✓ |
| A good understanding of tender and bid processes. | ✓ | ✓ |
| Flair for preparing and pitching compelling business cases to potential clients, funders and/or partners. |  | ✓ |
| **Other** |  |  |
| Committed to the promotion of sustainable transport, demonstrating and personally representing Sustrans values and vision throughout your work. | ✓ | ✓ |

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.