**Candidate Information**

**Job Title** Healthy Streets Officer, Behaviour Change

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| **Salary:** | £24,938 per annum plus a London Weighting allowance of £3,995 per annum |
| **Hours:** | Full time hours are 37.5 hours per week |
| **Contract:** | Fixed term until 31st August 2022 |
| **Disclosure:** | Enhanced DBS is required for this position as the post holder may be working with children in educational settings |
| **Base:** | Local Authority offices in specific London Boroughs with the flexibility to work from home. Some time to be spent in the Sustrans London office. |
| **Travel:** | The focus of this role is based in specific London Boroughs; we may occasionally need you to travel further during the course of your work. |
|  | 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. |

**Job or Project Specific Information**

The post holder will assist with the delivery of Transport for London’s Healthy Streets Officer contract, within Sustrans’ Healthy Streets Officers programme. The Healthy Streets Approach is being taken across Greater London to support people to travel more by walking, cycling and public transport and to make streets welcome places for all people to spend time, reduce road danger and improve air quality.

Transport for London is investing £2.1bn over 5 years in a programme to deliver Healthy Streets. In addition to physical changes to streets to improve their performance against the 10 Healthy Streets Indicators, tailored local behaviour change activities are needed, that suit the needs and individual characteristics of London’s boroughs.

As a Healthy Streets Officer (HSO), you will work as a delivery partner within specific London boroughs to promote active and sustainable travel by managing projects that respond to local needs. HSOs will identify local initiatives to make it easier for people to choose to walk, cycle and use public transport instead of using a car; organise Healthy Streets events; increase uptake of Cycle Skills Training; support boroughs on infrastructure projects (e.g. School Streets) and improve school engagement with TfL’s sustainable travel accreditation scheme STARS (Sustainable Travel: Active, Responsible, Safe).

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

**Job Description - About the Role**

**Overview**

See above section titled “Job or Project Specific Information”

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| **Where this role sits in the structure** | Reporting to a Senior Healthy Streets Officer  Working closely with a team of Healthy Streets Officers  Working closely with the Healthy Streets Programme Manager  Behaviour Change Officers, London  Other Sustrans staff including RMU  This role does not have line management responsibility |

**Key Responsibilities**

Responsibilities may include:

1. To work as a delivery partner embedded in specific London Borough Council teams, providing support and advice to deliver walking and cycling initiatives
2. To develop good working relationships with local partners in London boroughs.
3. To collaborate with local authority staff and stakeholders to design and deliver a project plan that reflects and responds to local needs for each allotted borough.
4. To design and deliver activities and events in schools, communities and alongside local businesses, which promote and enable cycling and walking for everyone.
5. To ensure equality, diversity and inclusion as a focus for project delivery, ensuring that walking, wheeling and cycling initiatives are equitable
6. To tackle road danger by responding to local road safety concerns, as well as encouraging people to use public transport in safe and considerate ways.
7. To bring neighbouring schools and boroughs together, so they can cooperate and share knowledge, skills and/or resources.
8. To promote walking and cycling to school by supporting school staff to engage with the TFL STARS accreditation scheme.
9. To think of innovative ways to increase the number of local schools engaged in the STARS accreditation scheme, and improve their accreditation progress.
10. To promote adult Cycle Skills Training and increase the number of adults and underrepresented groups who go through it by signposting at events and through school/community networks.
11. To coordinate and deliver events and local initiatives, which will help promote walking and cycling to a diverse range of audiences.
12. To measure and record travel data, with the support of Sustrans Research and Monitoring Unit and local authority staff.
13. To work with Sustrans Research and Monitoring Unit (RMU) and support the Senior HS Officers to compile regular progress updates for the project funder, e.g. case studies, contributing to presentations for the funder
14. To keep up to date records of data relevant to programme Key Performance Indicators (KPIs).
15. To develop links between schools, local cycling groups and local authority services (cycle training, school travel plans, Healthy Schools).
16. To work as part of the wider team to help deliver London and National projects.
17. 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

**Communication and marketing**

1. To share stories and information with the Sustrans press office (who will liaise with other media partners) and provide project literature.
2. To contribute towards raising the profile of the HSO programme and Sustrans, by representing the charity at meetings, activities and events, as required.
3. To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising the profile of the HSO programme.

**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.
3. To undertake core training in first aid and child protection.

**Health & Safety, Safeguarding:**

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.

**Other:**

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

*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 or for a local authority | ✓ | ✓ |
| Experience of working with a diverse range of adults | ✓ |  |
| Experience of partnership working with community or local organisations | ✓ | ✓ |
| Experience of delivering multiple projects with competing priorities | ✓ | ✓ |
|  |  |  |
| **Skills and Abilities** |  |  |
| Excellent written and verbal communications skills | ✓ | ✓ |
| Ability to plan and organise events and community activities | ✓ |  |
| Confident presentation skills | ✓ |  |
| Excellent organisational and prioritisation skills | ✓ | ✓ |
| Experience of working autonomously and managing/directing your own workload when needed | ✓ | ✓ |
| **Specific qualifications/ training required** |  |  |
| Good standard of education | ✓ |  |
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| **Specific knowledge required** |  |  |
| IT literate | ✓ |  |
| Knowledge of at least one of the following London boroughs: LB Islington, LB Barking & Dagenham, LB Tower Hamlets or LB Newham | ✓ | ✓ |
| Awareness of the Healthy Streets Approach, behaviour change and active travel |  | ✓ |
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| **Other skills / experience required** |  |  |
| Committed to Sustrans values and the promotion of sustainable transport | ✓ |  |
| Committed to walk, cycle and use public transport for most journeys | ✓ |  |
| Sensitive to the lived experiences and various needs of London’s diverse communities | ✓ |  |

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.