# Project Manager

## Role description

* **Job Family:** Behaviour Change & Engagement (Level 4)
* **Salary:** G
* **Line manager:** Senior Project Manager
* **Department / Team:** Scotland Cymru Northern Ireland Directorate/ Active Journeys Scotland

## Role summary

The Project Manager plays a key role in delivering behaviour change and engagement projects, managing budgets, and fostering collaboration with stakeholders. This role involves leading straightforward, lower-risk projects or contributing specialist advisory support to enhance project quality. The position requires strong project management, communication, and leadership skills to drive impactful community engagement and deliver measurable outcomes.

### Key responsibilities

**Project Management:**

* Lead on the management of the more straightforward and lower risk behaviour change and engagement projects and campaigns, with the support of technical experts as required.
* Manage project budgets, as delegated by line manager.
* In some instances, roleholders will manage one complex project with more challenging community engagement and complex management.

OR

* Provide a more specialist advisory and support role to improve the quality of behaviour change and engagement, creating guidance for funding partners and reviewing and feeding back on plans related to behaviour change and engagement.

**Community Engagement / Collaborative Working:**

* Build and maintain impactful relationships with key local stakeholders and decision makers (LAs, clients and volunteers) e.g. through involvement in local networks.
* Share learning with colleagues and external partners, providing advice and evidence from project.
* Proactively working with Sustrans volunteer support colleagues to ensure the promotion and coordination of opportunities for local volunteers/ champions to support projects.

**Leadership and Management:**

* Day to day management of inter-disciplinary project teams.
* Line management, coaching and development of direct reports by setting individual objectives and monitoring performance to maximise impact and development.
* Embedding equality, diversity and inclusion principles.

**Communicating with and Influencing Partners:**

* Build a rapport with partners and effectively communicate, guide and advise on best practice behaviour change and engagement.
* Deliver presentations, workshops and meetings with existing and prospective partners and funders to promote projects.
* Report on the progress of local projects to stakeholders and funders and collate project-related information for marketing and communications.

**Strategy and Business Development:**

* Produce identified project proposals and further develop Sustrans’ approaches to project delivery by suggesting new ideas.
* Identify funding opportunities and feed back to line manager.
* Input into the submission of tendered and negotiated opportunities.

**Analysis, Reporting & Documentation:**

* Quantitative and qualitative data analysis and reporting.
* Create visuals and reports to demonstrate project progress and impact.
* Work with Strategy, Impact and Evaluation colleagues to build the evidence base for travel behaviour change engagement work.

**Technical Know-How:**

* A practical working knowledge of behaviour change theory and techniques.
* Understanding of the application of the COM-B model to active travel or the National Standards for Community Engagement.
* Role holders will share best practice, disseminate learning and contribute technical support and guidance on delivering behaviour change engagement.
* Role holders will support colleagues with their understanding and application of the COM-B model or the National Standards for Community Engagement.
* Operating within established guidance with minimal supervision.

## Person specification

### Specific qualifications or experience required

* Degree or equivalent in a relevant discipline plus 2 years’ work experience, OR
* 5 years’ work experience including experience of delivering practical behaviour change initiatives with community involvement as a core element.

### Specific/technical knowledge required

* Understanding of active travel and issues facing communities that experience inequalities.
* Understanding of and experience in behaviour change concepts.
* Understanding of national standards of community engagement.
* Experience of health and safety management including risk assessment procedures.
* Knowledge of safeguarding principles and best practice.
* Competence in the use of Microsoft Office applications, data handling, remote conferencing platforms and ability to adapt to new online systems and processes.

### Skills and abilities

* Experience of managing projects with multiple stakeholders.
* Experience of working on projects with a significant level of community engagement.
* Proven verbal and written communication skills, tailored to technical and non-technical audiences, including presentation skills and report writing.
* Experience of leading group workshops and presenting to audiences online and in person.
* Experience of designing materials and resources.
* Proven problem solving skills requiring the application of acquired experience.
* Strong organisational skills and the ability to plan and prioritise work for multiple projects.
* Experience of contributing to project proposals and bid writing.
* Experience of supervising and mentoring colleagues including supporting remote colleagues.

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.

Sustrans is a registered charity in England and Wales (number 326550) and Scotland (SC039263).

We work for and with communities, helping them come to life by walking, wheeling and cycling.

We campaign to create healthier places and happier lives for everyone.

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