# Project Officer

## Role description

* **Reference: 37REC**
* **Salary:** £28,831 per annum, pro rata
* **Location:** West Midlands
* **Line manager:** Laura Smith
* **Department / Team:** Active Journeys Midlands and North

### Role summary

### The Project Officer is responsible for delivering behaviour change and engagement projects, focusing on empowering communities to adopt active travel through events, activities, and partnerships. With support from their line manager, the role holder manages project planning, documentation, and expenditure while independently leading community engagement initiatives.

### You will lead and support behaviour change projects across the Midlands, with schools, workplaces, jobseekers and communities. Engaging a range of stakeholders and delivering walking and cycling activities such as Dr Bike sessions, led walks and rides, school assemblies and community workshops. You will also collaborate with our National Cycle Network, Volunteering and Infrastructure Teams.

You might be embedded in a council to increase ambition and deliver active travel schemes or working across multiple Sustrans projects across the midlands.

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### Key responsibilities

**Project Management:**

* Delivery of behaviour change and engagement projects under supervision of line manager, including planning and organising tasks and project documentation.
* Plan, organise and deliver educational and practical activities and events to give people the knowledge, skills and confidence to travel actively and to help promote active travel.
* Management of own expenditure.
* Responsible for production of risk assessments for approval by line manager.

**Community Engagement / Collaborative Working:**

* Plan and deliver engagement activities and events with communities and stakeholder groups.
* Build effective working relationships with nominated ‘active travel champions’ within communities/Local Authorities and provide advice guidance and support.
* Respond independently to enquiries, queries and issues from external contacts and volunteers.
* Recruit and support local volunteers to support project delivery and ensure project sustainability.

**Leadership and Management:**

* Supervise and mentor colleagues at lower grades and/or local volunteers involved in projects.
* Application of equality, diversity and inclusion principles.

**Communicating with and Influencing Partners:**

* Engage with a broad range of internal and external stakeholders and volunteers to raise awareness of the benefits of active travel.
* Participate in project meetings to gain information about projects and campaigns.
* Provide stories and information to promote Sustrans’ work.

**Strategy and Business Development:**

* Contribute to the production of identified project proposals and further developing Sustrans’ approaches to project delivery by suggesting new ideas.
* Liaise with a range of organisations to secure and develop projects.
* Maintain awareness of funding opportunities and highlight opportunities to partner schools/organisation.

**Analysis, Reporting & Documentation:**

* Qualitative and quantitative, on-street and desk-based research in each project area.
* Compilation of progress reports and presentations for project funders and tailored recommendations for project partners.
* Maintain up to date records of data relevant to Key Performance Indicators (KPIs).

**Technical Know-How:**

* Awareness and ongoing learning of behaviour change theory and techniques.
* Understanding of the COM-B model or the National Standards for Community Engagement.
* Knowledge of training delivery techniques.
* Share best practice and disseminate learning.
* Operating within established guidance under supervision.

### Person specification

### Specific qualifications or experience required

* 3 years’ work experience including experience working with community groups, which may include voluntary work.
* Experience of delivering physical activity or other behaviour change project with schools, workplaces or communities.
* Experience leading group workshops, organising and running events.
* Experience of working on projects within an established project management framework.

### Specific/technical knowledge required

* Understanding of active travel and issues facing communities that experience inequalities.
* Knowledge and understanding of behaviour change theories and tools.
* Awareness 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.

### Skills and abilities

* Experience of managing small clearly defined projects or experience of delivering work packages as part of a project.
* Experience of working as part of a team and building meaningful and collaborative relationships.
* Excellent verbal and written communication skills, including presentation and report writing skills.
* Experience of leading group workshops and presenting to audiences online and in person.
* Proven problem solving skills (analytical and proactive).
* Ability to manage own workload, working to tight deadlines and managing own tasks across multiple projects.
* Ability to motivate others.
* Ability to quickly adapt to new online systems and processes.

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.

Join us on our journey. [www.sustrans.org.uk](https://www.sustrans.org.uk/)