# Project Engagement Coordinator, NCN

## Role description

* **Salary:** Grade G £32,145.
* **Location:** Glasgow or Edinburgh hub, hybrid with regular travel across Scotland
* **Line manager:** Senior Project Manager, Engagement
* **Department / Team:** NCN Engagement

### Role summary

The post holder will lead the engagement elements of the collaboratively designed NCN Urban projects, which aim to at facilitate more journeys by walking, wheeling and cycling on sections of the National Cycle Network that need fixing or improving. These projects are delivered in partnership with local authorities across Scotland and lead in practice and innovation, in engaging communities to design walking, wheeling and cycling routes, inspiring others to adopt good practice.

The post-holder will lead on one or more projects, conducting on-street and desk-based research in each project area to identify areas for improvement as well as stakeholder mapping, opportunities to partner with local organisations and identify trip generators.

The post holder will plan and deliver a range of activities with communities, stakeholder groups and the local authority to inform project development as well as building and maintaining strong local relationships.

For more information about the current NCN Urban project, please visit: https://elderslieforeveryone.commonplace.is/

### Key responsibilities

* The production of a communications and engagement plan for each project
* The development of a behaviour change plan for each project.
* The production of a robust Equality Impact Assessment, updating this at all stages of project development.
* Planning all elements of project engagement, ensuring events are accessible to all.
* Contributing to the production of case studies, project summaries and reports to demonstrate the impact of current and previous projects.
* To collate and present feedback and data at all stages of project development.
* To ensure effective local partnerships are developed and maintained to support wider project objectives.
* To participate in Project Delivery Group and Community Advisory Groups group meetings, establishing the latter on new projects.

### Person specification

### Experience required

* Proven experience of delivering practical engagement initiatives with equity as a core element
* Experience of leading group workshops and presenting to audiences online and in person
* Experience of designing materials and resources
* Experience of conducting risk assessments for engagement activities
* Experience of working with volunteers and community champions
* Experience of managing projects with multiple stakeholders
* Experience of quantitative and qualitative data analysis and reporting and the creation of visuals and reports to demonstrate project progress and impact

### Specific/technical knowledge required

* Working knowledge of the Equality Act 2010
* Working knowledge of the National Standards for Community Engagement
* Knowledge of safeguarding principles and best practice

### Skills and abilities

* Building and maintaining impactful relationships with key local stakeholders and decision makers (LAs, clients and volunteers) e.g. through involvement in local networks
* Sharing learning with colleagues and external partners, providing advice and evidence
* Proven verbal and written communication skills tailored to technical and non-technical audiences, including presentation skills and report writing.
* Competence in the use of MS Office applications, data handling, and the use of digital tools.
* Strong organisational skills and the ability to plan and prioritise work for multiple project

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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