# Project Officer, Dartmoor, Devon

## Role description

* **Reference:** 02REC
* **Salary:** Grade F
* **Location:** Dartmoor National Park Authority office with the flexibility to work from home
* **Line manager:** Project Manager
* **Department / Team:** Delivery, England / Active Journeys South and East

### Role summary

The Project Officer is responsible for delivering a behaviour change and engagement project, focusing on empowering school communities to adopt active travel through events, initiatives, activities, and partnership working. The project’s main aim is to increase the number of pupils who usually travel to school by walking, wheeling and cycling, as well as actively connecting them to local green space and Dartmoor’s heritage. The Project Officer will work with primary and secondary schools in Ivybridge, Okehampton and Princetown, and potentially other surrounding areas.

With support from their line manager, the Project Officer manages project planning, documentation, and expenditure while independently devising and leading fun, engaging, innovative and informative activities. This will include delivering practical outdoor playground skills sessions, classroom-based workshops and information sharing events. The Project Officer will also plan and deliver day and overnight cycling and walking experiences, giving pupils the opportunity to explore and enjoy the local green landscape, immerse pupils in the natural heritage of the area. The project empowers schools to create a culture of active travel that keeps going even after the project ends, through training and supporting them to run initiatives independently. The role will also involve recruiting and supporting volunteers and contributing to the development of Sustrans’ strategic objectives.

The project is part of the Dartmoor’s Dynamic Landscapes (DDL) project led by the Dartmoor National Park Authority (DNPA) and funded by The National Lottery Heritage Fund. The Project Officer will work in partnership with the DDL project partners, collaborating where possible to achieve joint aims and targets and to ensure we achieve the biggest impact.

### Key responsibilities

**Project Management:**

* Delivery of behaviour change and engagement projects under supervision of line manager, including planning and organising tasks, project documentation and management of own expenditure.
* Plan, organise, risk assess 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.

**School Community Engagement / Collaborative Working:**

* Plan and deliver engagement activities and events with communities and stakeholder groups.
* To plan and deliver fun and engaging walking and / or cycling day and overnight experiences on Dartmoor or local green spaces for selected pupils.
* Build effective working relationships with nominated ‘active travel champions’ within school communities, local authority and other key stakeholders.
* Respond independently to enquiries, queries and issues from external contacts and volunteers.
* Recruit and support local volunteers to enhance project delivery and 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:**

* Compilation of progress reports and presentations for project funders and supporting with content of annual reports.
* Collect and maintain up to date records of data required by the funder and relevant to Key Performance Indicators (KPIs), undertaking qualitative and quantitative research on target schools.

**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

* Experience of working with children and young people.
* Degree or equivalent in a relevant discipline, OR three years’ work experience including experience working with children and young people, which may include voluntary work.

### Specific/technical knowledge required

* Understanding of active travel and issues facing communities that experience inequalities.
* Knowledge and understanding of behaviour change theories and tools including the COM-B model
* 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 with communicating with different audiences and adapting your approach.
* 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.

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