# Project Assistant

## Role description

* **Job Family:** Behaviour Change & Engagement (Level 2)
* **Salary:** E
* **Line manager:** Project Manager
* **Department / Team:** Delivery – England – Active Journeys
* **Disclosure:** Enhanced DBS is required for this position as the post holder will be working with children in educational settings

### Role summary

### The Project Assistant plays a key supportive role in the running of the Tees Valley Hubs providing helpful services and interventions to make walking, wheeling and cycling the natural choice for shorter journeys in the Tees Valley. This varied role would see you working in partnership with the local authority, communities, schools, businesses, volunteers and third sector organisations, to remove barriers to transport, and increase levels of public health and wellbeing.

### This position requires strong administrative and communication skills to support event logistics, maintain project documentation, and assist with stakeholder engagement. The role holder ensures projects align with equality, diversity, and inclusion principles while gaining practical experience in community engagement and data analysis.

### Key responsibilities

**Project Management:**

* Support the delivery of behaviour change and engagement projects working within established procedures with minimum day to day supervision. This will include administrative and project tasks and supporting the planning and organising of events.
* Responsible for carrying out relevant standard risk assessments.

**Community Engagement / Collaborative Working:**

* Participate in community engagement activities and meetings to help foster, promote and develop successful relationships with residents, volunteers and other community stakeholders.

**Leadership and Management:**

* Application of equality, diversity and inclusion principles.

**Communicating with and Influencing Partners:**

* Share information with a broad range of internal and external stakeholders and volunteers.
* Respond to routine queries/issues.

**Strategy and Business Development:**

* Assist in the production of identified project proposals and further developing Sustrans’ approaches to project delivery by suggesting new ideas.
* Awareness of funding opportunities.

**Analysis, Reporting & Documentation:**

* Basic data analysis or reporting at the direction of senior colleagues.
* Maintain up-to-date project-related information on internal systems, helping more senior team members to keep project records and impact data up to date.

**Technical Know-How:**

* Thorough understanding of relevant systems and processes to support and assist with behaviour change and engagement projects.
* Operate within established guidance and under close supervision.
* Developing understanding of the COM-B Model or the National Standards for Community Engagement.

## Person specification

### Specific/technical knowledge required

* Knowledge of safeguarding principles.
* Competence in the use of Microsoft Office.

### Skills and abilities

* Understanding of project management principles.
* Experience of effectively working as part of a team.
* Excellent verbal and written communication skills.
* Proven problem-solving skills.
* Time management skills - ability to plan and prioritise own work tasks to meet deadlines.
* Commitment to Sustrans vision, mission and values and an interest in active travel.

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/)