# Project Officer, Safer School Journeys - Wakefield

## Role description

* **Reference:** 23REC
* **Salary:** Grade F
* **Location:** Flexible/ Leeds Hub
* **Line manager:** Project Manager
* **Department / Team:** Active Journeys North and Midlands

### Role summary

The aim of this project is to work with schools and their immediate neighbouring communities to identify ways to improve local streets and spaces to make a safer environment for walking, wheeling and cycling on the school journey, whilst also identifying wider benefits to the local community and improve access for children, young people and residents in the Wakefield District.

The Project Officer is responsible for delivering a behaviour change and engagement project and to co-design changes that could be made to the wider school neighbourhood.

The project is funded by Wakefield Council to increase the number of pupils who usually travel to school by walking, wheeling and cycling, reducing the number of journeys made by car.

With support from their line manager and the urban design team, the role holder manages project planning, documentation, and expenditure while independently devising and leading fun, engaging, innovative and informative activities. This will include delivering practical outdoor skills sessions, classroom-based workshops and information sharing events.

It will also involve developing and delivering urban design sessions to the pupils, parents and the wider school community.

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 contributing to the development of Sustrans’ strategic objectives.

### 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 and deliver (with urban design team) co-design sessions for pupils, parents and the wider school community.
* 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.
* Develop and deliver co-design sessions alongside Sustrans Urban Designers
* 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

### Experience required

* Experience of working with children and young people.

### 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.

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