JOB DESCRIPTION

|  |  |
| --- | --- |
| Job Title: | Active Travel Leader (3 days per week / 0.6 FTE) |
| Location: | Coupar Angus |
| Project | To lead the development of cycling and Active Travel related activities in Coupar Angus with the aim of reducing the carbon footprint of the town. |
| Budget | £28,000 per annum pro rata |
| Accountabilities: | To Development Officer |

2. JOB PURPOSE

To lead the development of cycling and Active Travel related activities in Coupar Angus with the aim of reducing the carbon footprint of the town.

With funding from the Climate Challenge Fund (CCF), FCA are now seeking a suitably qualified and experienced person to act as an Active Travel Leader for the Training for a Sustainable and Carbon saving Community project.

The Active Travel Leader will work in close partnership with the Project Manager, Training Leader and Growing Leader also funded by the CCF as part of the Training for a Sustainable and Carbon saving Community Project.

3. BACKGROUND

Over the last 7 years Forward Coupar Angus (FCA) has delivered a range of environmental and social projects in the town and has recently created a qualification in Climate Literacy. FCA is now looking to link the legacy of these previous projects with a new project based on providing training to deliver the Climate Literacy qualification; to further develop market garden; promote active travel and to work more closely with pupils in Blairgowrie High School and it’s feeder primary schools and to establish a Low Carbon Centre.

4. ORGANISATION

The Active Travel Leader, Growing Leader, the Training Leader will report directly to the Project Manager. The Project Manager will co-ordinate the volunteer workers who help deliver the various FCA projects.

5. ROLE OF FORWARD COUPAR ANGUS

The role of FCA is to assist with the social, economic and environmental development of the Perthshire town of Coupar Angus and the role of the Active Travel Leader will relate to all three of these objectives.

Through our projects, FCA has gained considerable support in and around the town for adopting carbon reducing behaviours and there is now real potential to help more people develop the knowledge, skills and understanding required to make carbon reducing behaviours an easier long term choice and reduce carbon emissions in the town.

6. KEY RESULT AREAS/ AREAS OF RESPONSIBILITY

* Weekly Cycle Clubs at Blairgowrie High School (targeting S1 pupils),
* Work with parents, older pupils, teachers and other volunteers, to facilitate their increasing involvement in organising and running the weekly Cycle Clubs - with the aim that they will be independently run from April 2021 onwards,
* Work with BHS pupils in the organisation and delivery of the Coupar Angus Family Fun and Active Travel Festivals in 2020 and 2021,
* Build relationships with businesses to secure future involvement in the Festival and ensure its sustainability in the future, keep records of partnership established.
* Deliver cycling and cycle maintenance training to S1 students (c.120) at Blairgowrie High School during Freshers’ weeks in 2020 and 2021,
* Collaborating with local employers, to design a workplace programme including training and workplace active travel challenges.
* Designing and deliver a cycling programme for younger children (3-11 yrs) - developing their road safety and technical skills on our new pumptrack and all ability training track
* Establish a yearly pumptrack event at the Cycle Festival for younger children,
* Offer appropriate cycle training to our growers and other volunteers
* Keep attendance, training and achievement records for active travel activities
* Before and after surveys of active travel behaviours for school pupils and commuters.
* Undertake risk assessments of all activities and establish relevant Health and Safety procedures
* Design and produce marketing material associated with the development of Active Travel in and around Coupar Angus,
* Manage active travel content on social media channels and the FCA Website
* Take part in objective setting and regular appraisal
* Produce monthly reports for FCA on progress against the project Outcomes
* Help produce quarterly reports for the CCF

7. USE OF PHYSICAL RESOURCES

* Use of a range of different types of bikes
* Use of cycle repair equipment,
* Use of IT equipment and systems (notably word processing, spreadsheets and desk top publishing)
* Photocopiers, printers and cameras

8. ASSIGNMENT, GENERATION AND REVIEW OF WORK

The work plan of the Active Travel Leader will be developed in conjunction with the Project Manager and an FCA Director with responsibility for Active Travel.

The Active Travel Leader will report to the Project Manager on a weekly basis initially but, once the project is fully underway, by agreement with the Director. Reporting will be, at a minimum, fortnightly.

9. COMMUNICATIONS AND WORKING RELATIONSHIPS

* An effective team player with excellent communications and interpersonal skills
* An ability to liaise with the general public, the Directors of FCA and a wide range of professionals involved in Active Travel and related areas
* Ability to manage a small number of casual staff and volunteers

The types of communication the post-holder conducts will include:-

* Written and electronic communication – email, letters, presentations, newsletters
* Verbal communications – enthusing casual staff and volunteers and relevant professionals

10. THE MOST CHALLENGING PARTS OF THE JOB

* Enthusing the target groups about cycling as a way of reducing carbon footprint
* Maintaining the commitment of the casual worker and volunteers
* Establishing, implementing and evaluating, as required, relevant Health and Safety procedures related to all aspects of cycling

11. EFFORT REQUIRED TO DELIVER THE REQUIREMENT OF THE POST

Physical Skills

* Technical knowledge and skills associated with cycling and cycle repairs
* Technical knowledge associated with a range of different types of bicycle
* Ability to help uncertain riders how to utilise a range of bikes
* Knowledge and accurate use of, and communication about, relevant of Health and Safety legislation
* Use of IT equipment

Physical Effort

* Fitness to travel around the town by bike or other active means
* Ability to lift bikes and scooters
* Standing for lengthy periods
* Lifting a range of stationery items and IT equipment for example laptops and printers

Mental Effort

* High levels of concentration when planning activities
* Creativity in the development of marketing tools
* Ability to communicate with casual worker and volunteers and members of the public newly introduced to cycling
* Ability to think quickly and accurately when dealing with professionals from schools, PKC, SUSTRANS, etc.

Working Conditions

The postholder will normally be located within the Coupar Angus Cycle Hub but will work in a wide range of other venues and different circumstances during events and workshops.

12. QUALIFICATIONS AND/ OR EXPERIENCE FOR THE POST

Qualification and Training

Essential – general level of education to Highers or HNC (a higher level would be desirable and would not be detrimental to appointment)

Desirable – qualification in cycle repair and/or cycle leadership, active travel, book keeping qualification, PVG.

Experience

Essential – post school experience of work in a relevant area, demonstrable interest in Climate Literacy, Active Travel, cycling and cycle repairs

Desirable – working in a position related to Active Travel, cycling, working with volunteers, managing volunteers and/ or part time staff.

Knowledge and Skills

Essential – ability to work with the minimum of supervision, broad knowledge of issues related to Climate Literacy, bicycle maintenance and cycling, knowledge of Health and Safety legislation, IT skills, excellent communication skills, knowledge of educational qualification systems notably HNC/HND, modern apprenticeships. Numeracy skills sufficient to maintain accurate financial records; writing skills sufficient to produce written reports.

Desirable – presentation skills, negotiation skills.