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# Job Description

**Job title:** Network Engagement Project Officer (Volunteering), Scotland

**Reference: SUS3236**

**Salary:** Grade F: £24,938 per annum pro rata

**Hours:**  30-37.5 hours per week

**Fixed Term:** 12 months, from start date, with potential to extend

**Base:** Home working, with expectation of regular working out of the Sustrans Edinburgh office

Note: this role will require the post-holder to travel to and work in locations throughout the central belt (and potentially other parts of Scotland) as necessary.

**Job purpose:**

Volunteering is fundamental to the way Sustrans works and to the support of the National Cycle Network across Scotland.

The Project Officer will administer our growing Love Your Network grant scheme for community groups. They will also help to build a vibrant wider volunteering offer and ensure that we implement procedures and best practice in motivating and supporting a diverse range of volunteers. In doing so, they will help the charity to widen its reach and impact while providing a positive volunteering experience.

**Place in Organisation:**

The post-holder will report to the Network Engagement Coordinator (Volunteering), Scotland.

**Key relationships:**

Internal: Network Engagement Coordinator (Volunteering)

Other volunteer team members, regional and national

Head of Network Development

Network Engagement Manager

Network Delivery Manager

Land & Estates Manager

National Director, Scotland

Network Development Team

Other regional staff

Volunteers

External: Local authorities and partner organisations

Community groups and members of the general public

Businesses and organisations along Network routes

**Key responsibilities:**

**Delivery of projects or services:**

* To deliver the Love Your Network grant fund, and encourage and facilitate community group involvement in maintaining and enhancing the National Cycle Network.
* To establish and support maintenance and biodiversity improvement activities on Sustrans’ estate, and support the recruitment, induction and retention of new Task Leader volunteers, including ensuring the volunteer database is updated.
* To work collaboratively with the Network Engagement Coordinator (Volunteering) and Communications team to highlight opportunities to increase the number and diversity of route users contributing to the National Cycle Network’s care through microvolunteering.
* To work collaboratively with the Network Engagement Coordinator (Volunteering) on Millennium Milepost refurbishment, engaging the community with their local stretch of National Cycle Network.
* To support the Network Engagement Coordinator (Volunteering), and wider national team, in implementing the Volunteering Action Plan (Scotland) as part of our new five-year Volunteering Strategy
* To assist with piloting technologies to support more accessible volunteering opportunities and celebration of volunteering achievements e.g. ArcGIS and video content for communications.
* To assist the Network Engagement Manager and Network Delivery Manager in integrating engagement activities into infrastructure development on the National Cycle Network and ensure that all opportunities are complementary to Active Communities volunteering
* To assist with the planning and delivery of regional and national volunteer events.
* To work with partner organisations to broaden the achievements and diversity of the voluntary action Sustrans supports in Scotland

**Communication and marketing:**

* To work collaboratively with the Network Engagement Coordinator (Volunteering) and Communications team to develop and implement a communications plan to promote volunteering on the National Cycle Network, including collecting inspiring impact stories of the voluntary action Sustrans supports
* To assist the Network Engagement Coordinator (Volunteering) to ensure those who volunteer for us are kept informed, updated and engaged through a diverse range of communication channels
* To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required
* To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile

**Training and personal development:**

* To attend essential Sustrans training as required by the Charity
* To ensure own personal development by working to objectives set as part of the Charity’s appraisal process

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion:**

* To support and comply with the organisation’s policy for the management of Health and Safety
* To support and comply with the organisation’s policies for the management of safeguarding
* To support and comply with the organisation’s policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role

**Other**

* To perform any other duties consistent with the nature and grade of the role as agreed with the line manager

**Working conditions:**

Home working, with expectation of regular working out of the Sustrans Edinburgh office. This role will require the post-holder to travel to and work in locations throughout the central belt (and potentially other parts of Scotland) as necessary. Overnight stays away from home may be necessary. Occasional weekend and late working may be required with time off in lieu. The post-holder must be prepared to walk, cycle or use public transport for the majority of work journeys.

Working practices are currently adapted due to the pandemic and will be discussed at interview.

**Special note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled by: Network Engagement Coordinator (Volunteering)

Date: 25th May 2021

**Network Engagement Project Officer (SUS3236)**

**Person specification:**

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| **Criteria** | **Essential** |
| Experience | Experience of working with volunteers, community groups and/or organisations  Experience of prioritising a complex workload  Experience of organising and delivering events / leading activities |
| Knowledge | Knowledge of how to engage and motivate a range of audiences |
| Skills and abilities | Excellent written and verbal communication skills  Ability to build relationships at all levels including key stakeholders and the general public  Effective time management skills  Ability to enthuse and motivate others  Ability to work independently  Ability to collaborate and share knowledge with team members  IT literate |
| Other | Committed to the development and promotion of walking and cycling and Sustrans’ vision |

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| **Criteria** | **Desirable** |
| Experience | Good working knowledge of GIS (geographic information system) mapping systems  Experience of administering a grant fund |
| Knowledge | Good understanding of environmental and sustainability issues |