**Candidate Information**

**Delivery Manager, Education, Young People (EYP) and Communities, Scotland**

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| **Salary:** | Grade H:£32,475-£38,855 per annum (pro rata for part time) |
| **Hours:** | 37.5 hours per week  This job is proposed to be full-time but we are happy to discuss working hours and patterns to suit individual circumstances. Job share options may be considered. |
| **Contract:** | Permanent |
| **Disclosure:** | PVG Scheme is not required for this position |
| **Base:** | Sustrans office in Edinburgh or Glasgow with the flexibility to work from home, or home-based within reasonable travelling distance from Edinburgh or Glasgow. |
| **Travel:** | This role may involve travel across Scotland during your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Job or Project Specific Information**

The purpose of this post is to lead the Education and Young People and Communities project work within the Behaviour Change team and be an integral member of the Behaviour Change management team.

The Delivery Manager, Education, Young People and Communities is an exciting role to lead a team to develop and implement projects and programmes of work designed to get more young people and communities walking and cycling. The Delivery Manager will also develop and maintain relationships with central and local government, active travel delivery partners, Transport Scotland, and other key stakeholders.

The post holder is responsible for oversight of the delivery of the projects against a range of financial and performance targets set in conjunction with our partners. The post holder will support the Programme Head, Behaviour Change in setting strategic direction.

As well as providing leadership to your project and project teams, you will have oversight of and hold relationships with partners, clients and other stakeholders.

**Specific Role**

You will have responsibility for leading the delivery and development of three key areas of work:

1. The existing range of initiatives across Scotland within the Education and Young people portfolio (Including the Hands Up Scotland Survey, the School Travel Professional Network, the Big Spin Business Challenge and to support new School Streets grant funded projects to tackle the school run through temporary interventions and infrastructure improvements).

2. Oversight of our work in the communities team who deliver a range of initiatives to support community organisations to engage in active travel with a focus on working with communities that experience inequalities.

3. Leading our cargo bike offer which includes a national cargo bike leadership programme, engaging public and FHE sector partners to encourage and support increased use of cargo bikes and embedding cargo bikes within other key Sustrans delivery projects.The approximate current value of this project is £359,407 capital £600,500 revenue. You will have four direct reports.

The postholder will manage the Education and Young People and Communities projects with responsibility for the line management of the team, budgets, health and safety, monitoring and reporting, and strategic development of the projects.

**Where this role sits in the structure:**

**Job Description - About the Role**

**Overview**

The Delivery Manager, Education, Young People and Communities will have operational responsibility for the delivery of the EYP, Communities and Cargo Bike projects. To work as part of a team identifying and delivering projects designed to create environments that support active travel to, from and within schools, workplaces and communities and aim to strengthen communities and improve place quality.

You will lead, develop and manage a team with a focus on monitoring and evaluation, behaviour change and stakeholder engagement.

You will be expected to work collaboratively with other Managers and Heads of Programme and other functions that will provide services to your project.

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| **Where this role sits in the structure** | Reporting into Head of Programme Behaviour Change  Working closely with (internal) other Delivery Managers, Behaviour Change, Head of Programme, Behaviour Change, Business Support Team Scotland  Behaviour Change Team  Research & Monitoring unit (internal)  Regional Finance Coordinator, Scotland  (external) Scottish Government, Transport Scotland Sustainable Transport Team, Local Authorities, FHEs, Education Scotland  Cycling Scotland, Paths for All, Living Streets, Cycling UK  This role has direct line management responsibility for four team members (overall team of seven). |
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**Key Responsibilities**

1. To co-ordinate the effective delivery of the education, young people and communities behaviour change projects .
2. To provide project leadership, expertise, support and guidance to project teams.
3. To line manage and support individual Project Coordinators and senior project Officers and their teams to develop their own work programmes.
4. To work closely with key stakeholders such as Scottish Government, Transport Scotland, local government, Active Travel Delivery Partners and Education Scotland to influence and deliver active travel in Scotland.
5. To ensure the projects operate within the UK Programme and Project Management Framework.
6. To ensure accurate and timely reporting on all aspects of programme and project management performance for internal and external assurance.
7. To assist and support the Head of Programme, Behaviour Change by leading Sustrans’ work in the schools and community setting and to help innovate new projects
8. To monitor project expenditure and to provide budgetary information for the team ensuring records are kept up to date and to ensure that all projects are delivered within budget and to time.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience of managing a team of people | ✓ |  |
| Proven experience of delivering budgets to time and plan |  | ✓ |
| A proven track record in project delivery | ✓ | ✓ |
| Successful delivery of behaviour change or community engagement programmes or initiatives | ✓ | ✓ |
| Proven experience of developing strategic approaches of behaviour change | ✓ |  |
| **Skills and Abilities** |  |  |
| Excellent verbal and written communication skills | ✓ | ✓ |
| Excellent leadership and motivational skills | ✓ | ✓ |
| Ability to successfully plan, prioritise and manage own and team’s workload | ✓ | ✓ |
| Excellent stakeholder engagement skills: ability to build relationships with project partners, community groups and the general public; ability to persuade stakeholders | ✓ | ✓ |
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|  | ✓ |  |
| **Specific knowledge required** |  |  |
| Knowledge of best practice in the behaviour change of active and sustainable travel projects | ✓ |  |
| Good understanding and knowledge of community development theory and practice | ✓ |  |
| Knowledge of the Scottish curriculum | ✓ |  |
| Knowledge of active travel industry and trends |  |  |

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.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.