**Candidate Information**

**Job Title** **Engagement Coordinator, Places for Everyone**

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| **Salary:** | Grade G:£28,499 per annum (pro rata for part time hours) |
| **Hours:** | Full time hours are 37.5 hours per week  This job can be considered for full time or from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances. This role is particularly suitable for job share / compressed hours / school hours.  This role may require occasional working at weekends and/or evenings to support the delivery of events. |
| **Contract:** | Permanent |
| **Disclosure:** | Protection of Vulnerable Groups scheme is not required |
| **Base:** | Sustrans offices in Edinburgh or Glasgow with the flexibility to work from home/Home based within reasonable travelling distance from Edinburgh/Inverness/Glasgow |
| **Travel:** | This role will involve regular travel. The focus of this role is in Scotland; we may occasionally need you travel / travel further during the course of 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 work their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Job or Project Specific Information**

The aim of Places for Everyone is to create safer, more attractive and healthier places by increasing the number of trips made by walking, wheeling and cycling for everyday journeys.

Places for Everyone provides grant funding along with support, advice and guidance to all 32 Scottish local authorities, community groups, statutory bodies and educational institutions for the creation of cycling, walking and wheeling infrastructure. Administered by Sustrans on behalf of Transport Scotland, for the last few years the programme has supported over 250 projects annually. These projects are at varying stages of development from strategic definition, feasibility, design and construction.

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

**Job Description - About the Role**

**Overview**

The core role of the Engagement Coordinator is maximise the impact of Places for Everyone projects through advice, guidance and practical support in matters relating to equality and community engagement and behaviour change. All Places for Everyone projects must be both deliverable and meet /exceed best practice and you will need to influence the projects to achieve this.

You will upskill the wider Grant team and partner organisations by developing their understanding of engagement, equality and behaviour change.

The Engagement Coordinator will assist the Engagement Manager in the planning and delivery of support programmes for individual Places for Everyone projects, ensuring the equitable distribution of resources. In addition, the Coordinator will liaise closely with the Grant Advisors to support the aims of the Places for Everyone programme more widely on matters relating to engagement, equality and behaviour change.

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| **Where this role sits in the structure** | Reporting into a/the Engagement Manger  Working closely with the Engagement Manager, the Design team, Infrastructure Grant team, the Behaviour Change team and the Policy and Communications team.  Each Coordinator may have line management responsibility for up to 5 Officers. |

**Key Responsibilities**

1. To work as part of the Places for Everyone team to support the delivery of a range of high quality partner projects across Scotland
2. To develop and support the improvement of engagement and behaviour change guidance and plans in liaison with partners.
3. To assess the quality of engagement and behaviour change plans and Equality Impact Assessments (EqIAs) as part of the Grant assessment process.
4. To support the development of active travel strategies by demonstrating the impact of assessing and addressing barriers at this early stage.
5. To suggest improvements to live partner documents throughout project stages.
6. Accelerate accessibility of projects to all, using EqIAs and by building understanding of the links between barriers to active travel, design and inequality.
7. To build rapport with partners and effectively communicate the value of best practice engagement and behaviour change to maximise the impact of projects
8. Work with the Engagement Manager, as well as other colleagues across the UK, to ensure one consistent voice on Equality in public facing materials and communications.
9. To support Engagement Officers to work more directly with communities and existing groups where projects overlap with areas of deprivation, by planning and overseeing these activities, balancing this with the wider needs of the programme
10. To support partners to develop and maintain positive working relationships with residents, community groups, businesses, and stakeholders to support the wider project objectives.
11. Sit on individual project boards/groups/panels where appropriate, advising on matters of equality and behaviour change
12. Scheduling of events and activities in liaison with the Partner Relations team to develop the knowledge and skills of partners and the grant team.
13. Share best practice and project impacts and contribute to reporting on these internally and to Transport Scotland.

*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** |  |  |
| Partnership working and relationship building with a wide range of individuals and partner organisations. | x | x |
| Experience of community engagement, workshop delivery and presenting in a community setting. | x | x |
| Experience of line management and/or coaching | x | x |
| Experience of delivering practical projects which lead to behaviour change and use of behaviour change tools | x |  |
| **Skills and Abilities** |  |  |
| Ability to think analytically when evaluating competing needs. |  | x |
| Ability to motivate and influence others around sensitive or contentious issues. |  | x |
| The ability to implement effective and innovative methods for guiding communities through workshops and activities. | x | x |
| Strong oral and written communication skills and understanding of effective reporting | x | x |
| **Specific knowledge required** |  |  |
| An understanding of the issues and barriers facing communities that experience inequalities. | x | x |
| Understanding of creative and innovative approaches to engaging with diverse communities and partners. | x | x |
| Equality Act 2010 and Equality Impact Assessments | x |  |
| **Other** |  |  |
| Dedication to Sustrans aims and objectives | x | x |

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.