**Candidate Information**

**Project Lead, Co-Design**

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| **Salary:**  | Grade G:£28,499 - £33,918 per annum (pro rata for part time hours) |
| **Hours:** | Full time hours are 37.5 hours per weekThis 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. |
| **Contract:**  | Permanent |
| **Disclosure:** | Enhanced PVG Scheme is not required.  |
| **Base:**  | Sustrans offices in Edinburgh with the flexibility to work from home  |
| **Travel:**  | This role will involve regular travel most weeks. We may occasionally need you travel further 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**

This is a key and influential role in on our Co-Design (Collaborative Design) team which requires close working with community groups, local authorities and stakeholders to shape and govern the delivery of Co-Design projects. As a Project Lead the role will often become a critical part of facilitating support between the partners to aid project delivery and inspire. We want all Co-Design projects to raise ambition locally, so that the delivered projects are effective in supporting walking, wheeling and cycling for everyday journeys and improve place quality.

The appointed candidate would be joining a recently appointed team with support from wider teams and colleagues . The Co-Design team, historically, has delivered an extensive portfolio of projects which exemplify best practice in project management, engagement, design and behaviour change and as such, the appointed candidate will coordinate one or more multidisciplinary project teams with this collective aim. Our focus is on team delivery and the appointed candidate will benefit from a wealth of knowledge, alongside mutual support and guidance, from other team members performing the same role as well as the wider organisation.

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

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**Job Description - About the Role**

**Overview**

The Project Lead, Co-Design will lead the delivery of the collaborative design service projects across Scotland in partnership with local authorities and communities. This will involve the coordination and task management of project teams that deliver community engagement, behaviour change, urban design and monitoring activities leading to the production of concept design for each project area. Some projects will be taken through to delivery by Sustrans and the role of the Project Lead in these cases, will be to ensure continued effective engagement and partnership working as well ensuring the success of the projects in liaison with colleagues from design and engineering teams.

The postholder will support the Co-Design Manager in the promotion of our collaborative design service to partners by attending, submitting applications to and presenting at internal and external conferences and events.

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| **Where this role sits in the structure** | Reporting into the Co-Design Project Manager. Working closely with other colleagues in the Co-Design Team including fellow Project Leads, Community Engagement Officers, and Behaviour Change Officers. This role will also require cross department working with designers and engineers situated in our Engineering, Design and Assurance Department. This role has line management responsibility for at least one team member. |

**Key Responsibilities**

Responsibilities may include:

1. To lead on the planning and delivery of collaborative design projects in Scotland including managing programme, risk, and budget.
2. To facilitate effective communication across teams by supporting decision-making within the team, regular team meetings and briefings on progress.
3. To lead and manage the relationship with project partners and other stakeholders, including community organisations and local authorities.
4. To liaise with the Design Team to ensure project designs are developed in a truly collaborative way.
5. To monitor, manage and report project budget, programme (milestones) and KPI progress and risk to the Co-Design Project Manager and members of the Senior Leadership Team.
6. To inspire and lead project teams by providing clear task planning, delivering on timescales, and ensuring colleagues are supported and empowered to reach their full potential.

*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** |  |  |
| A proven track record in project and programme management  | ü | ü |
| Experience of client and stakeholder relationship management | ü | ü |
| Experience in managing budgets | ü |  |
| Experience of managing multiple project tasks | ü |  |
| Experience of planning for risk management and mitigation | ü | ü |
| **Skills and Abilities** |  |  |
| Excellent interpersonal and networking skills |  | ü |
| An ability to develop productive working relationships with a wide range of individuals and organisations | ü |  |
| Ability to function on own initiative with limited supervision | ü |  |
| Excellent presentation and communication skills |  | ü |
| **Specific knowledge required** |  |  |
| CDM regulations (basic knowledge) | ü | ü |
| Legislative responsibilities of a project design team | ü |  |
| Project management theory and process |  | ü |

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 understand, access and represent the communities we work in. more fully 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.