**Candidate Information**

**Delivery Officer, Active Travel Hubs**

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| **Salary:** | Grade F: £25,561 per annum, pro rata for part time hours |
| **Hours:** | 15 hours per week.  We are very happy to discuss working hours to suit individual circumstances e.g. 4 half days. The post holder will be occasionally required to work evenings and weekends.  With possibility to extend hours on 1st of April 2023 subject to funding. |
| **Contract:** | Permanent |
| **Disclosure:** | PVG Scheme is required for this position as the post holder will be working with children and vulnerable adults. |
| **Base:** | Sustrans Active Travel Hub in Kilmarnock with the flexibility to work from home when not delivering sessions |
| **Travel:** | The focus of this role is in the East Ayrshire region; we may occasionally need you to travel further during the course of your work. |
|  | 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 Active Travel Hub in Kilmarnock](https://www.facebook.com/athkilmarnock/) has been running since 2015 in partnership with East Ayrshire Council and Ayrshire Road Alliance. The purpose of the Active Travel Hub is to promote walking, cycling and sustainable travel modes in the East Ayrshire community by delivering various initiatives including events, led-rides, walks, cycle lessons and bike maintenance classes. The officer will be responsible for encouraging workplaces, residents, visitors and community groups to choose active travel for short journeys.

The role will particularly focus on delivering these initiatives and disseminate active travel advice to increase levels of walking, wheeling and cycling in East Ayrshire.

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

**Job Description - About the Role**

**Overview**

The Delivery Officer, Active Travel Hub (Kilmarnock) will engage with communities in East Ayrshire by creating and delivering cycling, walking and wheeling initiatives to increase level of active travel, with a particular focus on cycling activities.

The officer will also have an active role in maintaining the Active Travel Hub, in the recruitment and training of volunteers and in the promotion of the Active Travel Hub programme.

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| **Where this role sits in the structure** | Reporting into the Delivery Coordinator, Active Travel Hubs. The Active Travel Hubs programme is currently overseen by the Active Travel Hubs Manager.  The role works closely with the Delivery Officers, Active Travel Hub (Kilmarnock) and the hubs volunteers.  This role does not have line management responsibility |

**Key Responsibilities**

Responsibilities may include:

1. To promote active travel and existing cycling and walking opportunities across East Ayrshire.
2. To create and deliver an appropriately tailored programme of engagement activities in community settings, with a focus on cycling activities. Activities will be demand led, but are likely to include cycle skills, led walks and rides, community events and advice/information sessions.
3. To complete risk assessments for activities where required
4. To assist in recruiting and empowering volunteers to deliver initiatives, facilitating training and providing support.
5. To assist the Local Authority in the consultation, planning and delivery of active travel strategies, activities and events
6. Working with Sustrans Research and Monitoring unit to record and monitor activities delivered
7. To engage with new community groups and organisations and build upon existing links between schools, communities and workplaces.
8. To assist with the development and maintenance of the Hub, keeping it in good condition and stocked up with the right equipment.
9. To assist with the production and dissemination of information about active travel opportunities and promote the Active Travel Hub to the local communities and organisations

*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 the promotion and delivery of physical activity or behaviour change project | ü | ü |
| Experience of partnership working within a community based or environmental project | ü | ü |
| Experience of working with volunteers | ü | ü |
| **Skills and Abilities** |  |  |
| Excellent communications skills both verbal and written including giving presentations and writing reports | ü | ü |
| Excellent organisational skills and ability to plan and prioritise own workload | ü | ü |
| Ability to motivate and enthuse others | ü | ü |
| Ability to work as part of a small team | ü | ü |
| **Specific qualifications/ training required** |  |  |
| Undertaken (or willing to attend) National Standard Cycle Instructor training and bike maintenance training |  |  |
| Full UK driving license | ü |  |
| **Specific knowledge required** |  |  |
| Understanding of active travel programmes in Scotland | ü | ü |
| Basic knowledge of the local area | 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 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.