**Candidate Information**

**Project Officer, Education & Young People**

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| **Salary:** | Grade F: |
| **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. |
| **Contract:** | Permanent |
| **Disclosure:** | PVG Scheme Membership required for this position as the post holder will be working with children in educational settings |
| **Base:** | Sustrans offices in Edinburgh or Glasgow with the flexibility to work from home. |
| **Travel:** | The role may require occasional overnight stays away from home, and weekend, early and late working will be required. |
|  | 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. |

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

**Job Description - About the Role**

**Overview**

The purpose of this role is to provide specialist advice and expertise in promoting sustainable travel to young people in secondary school settings and in organisations that serve young people, through the development and dissemination of high quality resources, materials and sharing of best practice. You will develop Sustrans’ methods of engaging with people at periods of transition into and between schools and higher education.

The post holder willundertake a knowledge review of existing ideas, funding programmes, resources and practices in Sustrans’ work with 11-16 year olds and will contribute to further development and dissemination of resources, materials and best practice, in order to support the successful delivery of behaviour change programmes.

The post-holder will also directly support schools and local authorities in delivering interventions and campaigns that support and encourage active travel to school. The post holder will work with officers in Sustrans Scotland’s Education and Young People team in the Behaviour Change Programme.

They will provide support and advice to partners engaging with young people and support the delivery of [a range of active travel projects](https://www.sustrans.org.uk/our-blog/projects/2019/scotland/active-travel-resources-for-teachers-in-scotland/) within secondary schools and youth organisations.

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| **Where this role sits in the structure** | Reporting into the Delivery Coordinator, Education and Young People  Working closely internally with the I Bike Team, the Communities and Volunteers Teams, the Communications Team, The Places for Everyone Engagement Team and the Research and Monitoring Team.  This role does not have line management responsibility. |

**Key Responsibilities**

Responsibilities may include:

1. To lead on and develop Sustrans’ secondary schools engagement offers and teaching resources for example, The [Big Spin Business Challenge](https://youtu.be/OR8GWYv07A8), [The Big Street Survey](https://www.sustrans.org.uk/our-blog/projects/2019/uk-wide/big-street-survey) and the ‘20 Minute Neighbourhood’ resources.
2. Work with partners, including Local authorities, Developing the Young Workforce (DYW) and Education Scotland, to promote project resources to secondary schools.
3. To organise and co-ordinate project working groups with colleagues and representatives from other delivery partners, to lead on projects and campaigns such as [#andshecycles](https://www.sustrans.org.uk/our-blog/news/2022/september/andshecycles-campaign-returns-to-inspire-teenage-girls-to-cycle).
4. To support [I Bike](https://ibike.sustrans.org.uk/) officers’ work with young people by facilitating led rides and a range of skill-building sessions.
5. To innovate new engagement approaches for secondary schools focusing on making it easier to walk and cycle for everyone.
6. To engage and support secondary schools and community groups with relevant Sustrans funds, develop case studies of best practice.
7. To share learning and good practice with Sustrans colleagues through a variety of activities, for example, developing case studies, organising and leading workshops, and briefings and use of internal communications.
8. To further develop Sustrans’ approach to maximize the opportunities for influencing travel choices at times of transition between primary and secondary school, and from secondary school into training or further education.
9. To contribute to the development of department-led and other initiatives within and outside of the Education and Young People work plan, with specific responsibility for ensuring relevance to Sustrans’ work within secondary education.

*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 skills, knowledge and experience which will be assessed against at both application and interview stages. You should use the selected criteria as a guide to convey the evidence of your experience in these areas on your application form.

Our website has a useful guide about how to make a great job application to help you.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience of tracking and reporting on project milestones and following spending procedures. | ✓ |  |
| Experience of partnership working with local authorities, NGOs and/or local community projects | ✓ | ✓ |
| Experience of working with children and/or young people in either a formal or informal setting | ✓ | ✓ |
| Proven track record of working with communities/ individuals to inspire behaviour change | ✓ | ✓ |
| Experience in the design of educational materials and resources | ✓ |  |
| **Skills and Abilities** |  |  |
| Excellent verbal and written communication skills, including presentation and facilitation skills. | ✓ | ✓ |
| Events co-ordination, facilitation and management skills | ✓ |  |
| The ability to be self-motivated and organise daily workload efficiently, plan and prioritise long-term and manage time effectively. | ✓ |  |
| Good team working skills with the ability and enthusiasm to support and motivate others. | ✓ | ✓ |
| **Specific knowledge required** |  |  |
| Excellent understanding of working within secondary school settings, structures and management priorities and the associated constraints. | ✓ | ✓ |

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.