

Change our world for the better.

Change yours too.

Project Co-ordinator, Active Travel

Fixed term to 31 March 2025 | Salary: £29,206 | Full-time | Based Stirling/hybrid

Interested in joining us? Fantastic!

Let us tell you what we're about, what we can offer and what we're looking for.

If it sounds like you (and you like the sound of us), then tell us more about yourself: **email us your CV and attach a word document that explains why you'd like to work for us and what you can bring to the role (500 words max) we will need both by midnight 5th of November.**

But if you're not sure, talk to us anyway.

All our projects are about fulfilling potential and we feel the same about our people too. So, don't worry if you don't have everything on our wish list. Everyone brings something different, and we just might be looking for yours.

Who we are

We're experts in helping communities live more sustainably – making social and environmental change happen, project by project, so people and our planet can thrive.

We believe powerful change can be simple to make: small steps everyone can take to make their own lives better can help our world towards a healthier, more sustainable future too.

We make that change happen project by project. Each one we run focuses on the things that matter to those they support across our core themes of Climate, Travel, Food, People, Nature and Sharing.

But we never tell anyone what to do. We meet people where they're at. We show communities what's possible. We help them figure out what works best for them. And we give them the skills and confidence they need to make good things happen.

That's how we're changing our world for the better, project by project. It's how we help people; communities and our planet thrive.

What we do: Our projects

Our projects are making change happen – showing people how to take everyday steps that help them, their communities and the planet. Whether they just need a little support or don't know where to start, we get them going and keep them moving. Our projects are inclusive, engaging, educational and fun. They let people learn, achieve and make positive change with lasting effects. Step by step. Project by project.

What we offer

We treat our people like the communities we serve: we want to help them thrive. So, we offer competitive salaries, up to 35 days leave a year including Bank and Public Holidays, and an attractive pension scheme. We're family-friendly, with generous maternity pay and family leave provision, flexible working opportunities and a commitment to helping everyone achieve the work-life balance they need. We're inclusive too, promoting diversity and prioritising equality for all. We offer professional and personal training, support volunteering and provide access to counselling services. And, of course, we have a cycle to work scheme to help you travel sustainably and stay healthy.

See the full list of staff benefits in appendix 1.0

What you'll do

As a Project Co-ordinator in our Active travel team, you will build and manage internal and external relationships, including with key people within local authorities, community organisations, funding and other local, regional and national delivery partners.

Your day-to-day duties will be informed by the Active Travel Development Manager at FEL Scotland. You will be gathering information to identify, develop and support the ongoing delivery of FEL Scotland's active travel initiatives, focusing on impact reporting for existing funding and future programme development. You will be collaborating closely with internal and external stakeholders to maximise the outcomes within FEL Scotland's diverse project delivery portfolio.

This role will require travel and work at locations as necessary to undertake activity on behalf of FEL Scotland and our project delivery partners. Candidates should be based within the Forth Valley geographical area or within a reasonable commutable distance.

We work in a hybrid way at FEL, with flexibility around office and home-working, depending on the needs of the charity. You'll be based at our main Stirling offices but may need to work at our other hubs from time to time.

See the full job description in appendix 2.0

What we're looking for

An ability to build relationships with ease across a wide range of people, internally and externally, coupled with a strong track record in collaborative working is essential for this role. So too, is an ability to enhance and foster lasting connections with funding and strategic local, regional and national partner organisations, including local authorities.

You will be skilled in project management, with the ability to work autonomously and be proactive and responsive with minimal supervision.

You will also be skilled at influencing and motivating others to collect and report on activity, respond to changing priorities and adopting new approaches and ideas.

We're a diverse bunch at FEL and welcome applications from people of all backgrounds. What we all have in common, though, is a commitment to changing lives and protecting the planet. So, we're looking for someone with that same determination to make a difference and who shares our values too – we're grounded and practical, creative and influential, collaborative and connected.

We'll also want you to be an excellent communicator and have the ability to prioritise your workload effectively. Solid IT skills and knowledge of Microsoft Office programs are another must, and you'll need to be able to work flexibly, to tight deadlines and both on your own initiative and as part of a team.

This role is key to the effective delivery of FEL Scotland's active travel programme of work and is central to achieving more every day walking, wheeling and cycling in our communities, so being confident and informed about active travel policy in Scotland is important. We also need someone who can effectively write bids and applications for funding opportunities and wider community engagement.

Enthusiasm and commitment are essential to every role at FEL, and we're also looking for problem solvers and creative thinkers who are energetic, pro-active and always happy to get their hands dirty – often literally!

We expect all employees and volunteers to share FEL's commitment to safeguarding and promoting the welfare of children and vulnerable adults.

See the full person specification in appendix 3.0

Permanent, Full-time

What next?

If this sounds like you – and you like the sound of us – then please apply: **email us your CV and in a word document explain why you'd like to work for us and what you can bring to the role (500 words max). We'll need your application by midnight on 5th November.**

If you'd like to chat about the role or how your skills and experience might fit, then do get in touch: email shirley@felscotland.org to arrange a time to talk.

FEL is an Equal Opportunities Employer and a Registered Charity. We promote equality, diversity and inclusion in our workplace and actively encourage applicants from all backgrounds to apply for vacancies. We are particularly keen to hear from ethnically diverse and disabled candidates, who are currently under-represented in our workforce.

Appendix

1.0 Full Staff Benefits

- A competitive salary
- 20 days annual leave and 10 days paid Bank and Public holiday entitlement, to be used at individual discretion. An additional one-day annual leave is provided for each year of service, up to a maximum 5 years
- Attractive pension scheme with 5% employer contribution
- Generous Maternity Pay with company Paternity/Adoption Leave, Miscarriage, Parental Bereavement and Compassionate Leave.
- A range of excellent family friendly policies, including those that promote a work life balance
- An inclusive workplace which strives for equality, diversity and inclusion for all, for example we are part of the Scottish LGBTI+ Rainbow Mark initiative.

- The potential to work in a hybrid way to support work life balance, where appropriate and meets business needs
- Flexible working hours, including support of walking meetings
- Access to personal and professional training
- A commitment to develop our workplace through quarterly team events

A wide range of employee benefits available to you:

- Access to Cycle to Work Scheme, up to the value of £1500
- Staff will be allowed up to 2 days paid leave annually, to participate in voluntary activities during working hours
- Access to counselling services to support mental health in the workplace
- Provision of quality protective clothing required for your role
- Access to professionally qualified bicycle mechanics to ensure you and your family stay cycling
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

2.0 Full Job Description

Programme delivery:

- Work strategically to develop, deliver and report on FEL Scotland's active travel initiatives.
- Enhance and develop lasting relationships with key local, regional and national partners and stakeholders to increase every day walking, wheeling and cycling.
- Identify and develop funding opportunities for FEL Scotland active travel projects, including liaising with funders to discuss potential projects, submitting funding applications and reporting on existing funded projects.
- Support data capture and impact reporting to demonstrate demand for continued investment in active travel programme activity.

- Work across FEL departments and in partnership with external organisations to identify opportunities to increase investment in community climate action and active travel.
- Inform future programme delivery through impact reporting mechanisms with a view to develop future flagship projects.
- Prepare reports and present project claims, updates and outcomes to a variety of internal and external audiences, which may include funders, local authority staff, elected members, as well as to wider audiences (e.g. conference presentations, community consultations).
- Manage and support a small team to successfully deliver public facing activities and coordinate logistics surrounding this.

Communication and Administration

- Maintain a good working relationship with internal and external customers.
- Work with colleagues and stakeholders across the organisation, as required, to ensure the best outcomes for the organisation.

Additional

- Undertake any other reasonable tasks as requested.
- Follow all health and safety rules and procedures and ensure all accidents and incidents are reported immediately.
- The ability to work with sensitive information, maintaining confidentiality at all times.
- It is the responsibility of each individual member of staff to ensure that they are aware of and up to date on all company policy and procedures.
- To work occasional weekends or evenings as required by the role

Organisational Responsibilities

- Maintain a safe working environment ensuring your own personal safety and the safety of others.
- Act as an ambassador for the organisation

- Always promote and present the organisation in a positive manner.
- Ensure consistent branding across all FEL communications.
- Conduct regular and effective supervision and appraisal with direct reports.

3.0 Full Person Specification

Qualifications

- At least two years' experience in an active or sustainable travel policy or programme setting (E)

Knowledge/expertise

- Knowledge and experience of funding claims and impact reporting (E)
- Excellent project management skills (E)
- Excellent verbal and written communication and interpersonal skills (E)
- A strong track record in successful project fundraising (E)
- Good understanding of active travel policy and funding landscape (E)
- Knowledge of the Community and Voluntary sectors (D)

Skills/abilities

- An ability to prioritise, plan and organise work in a busy environment (E)
- Excellent organisational and planning skills (E)
- Understanding of computer software programs and excellent IT knowledge and skills including networking, databases, email etc (E)
- Ability to support digital communications (social media, website) (D)
- Proven office organisational and file management skills, strong ability to multitask (E)
- Willingness to work flexibly in response to changing organisational requirements (E)
- Able to work under own initiative and as part of a team (E)
- Able to deliver outcomes within a timeframe (E)

- Understanding of and ability to develop and work with policies and procedures of an organisation (E)
- An understanding of health and safety issues in the workplace (D)
- Ability to promote services using a range of tools including web-based (E)
- Experience of reporting to a Board (D)
- Awareness of the provisions of the General Data Protection Regulation and be able to apply these within the organisation (D)

Personal attributes

- Enthusiasm and commitment (E)
- Problem solver with a hands-on approach (E)
- Flexibility (E)
- Energetic and proactive (E)
- Creative thinking and foresight (E)

E = Essential D = Desirable