

Active & Sustainable Travel Project Officer



Job Description

Responsibilities & Duties

1. To continue the development of Sustainable Kirriemuir's Active & Sustainable Travel work locally in line with the organisation's strategy and wellbeing charitable aim.
2. Provide regular reports on work carried out, contribute to ongoing assessment of its impact and make recommendations for future development of the service.
3. Participate in funding bid development, as required.
4. Provide a positive participant and volunteer experience across Active & Sustainable Travel, and work closely with our Volunteer Coordinator to monitor, either directly or indirectly, volunteer satisfaction and recognition. Consider volunteer skills development and training as appropriate.
5. Seek opportunities to develop our work within, and for, our community, working with others within Sustainable Kirriemuir, our community, and other related organisations.
6. Provide regular Active & Sustainable Travel related content such as news, progress, efforts and accomplishments to our Communications & Engagement Officer.
7. Keep up to date with local and national strategies, as well as best practice and current relevant legislation. Make recommendations as appropriate.
8. Develop and/or maintain relationships with appropriate partners and stakeholders and attend local network meetings.
9. Manage Active & Sustainable Travel related budgets within designated limits and contribute to budget development.

This list is not exhaustive, and you may be required to undertake other duties as required.

Person Specification

Essential qualifications, skills, and experience:

- Experience of delivering practical cycling and walking activities.
- Experience and track record of working with volunteers.
- Experience of organising and delivering events in a community setting, and with a variety of groups.
- Experience of working in community-based projects, ideally in the third sector.
- Excellent interpersonal, listening and communication skills.
- Proven ability to plan and prioritise a busy, diverse workload and use initiative.
- Experience of monitoring, evaluation, and reporting.
- Good literacy, numeracy, and IT skills, including Microsoft Word and Excel knowledge.
- Understanding of issues around inclusivity, equality, and diversity.

Desirable qualifications, skills, and experience:

- Relevant cycle ride leader and first aid qualifications (or willingness to undertake training).
- Relevant walk leader qualification (or willingness to undertake training).
- Relevant bike mechanic qualification (or willingness to undertake training).
- Experience of leading groups outdoors.
- Experience of route planning and mapping.
- Experience of planning and delivering practical training.
- Experience of managing resources and equipment.
- Enthusiastic about engaging people in the environment and carbon reduction.
- Knowledge of Kirriemuir and the surrounding area and an ability to travel.
- A qualification in climate literacy (or willingness to undertake training).
- Experience managing budgets.

Personal Qualities

- A positive and supportive attitude.
- Proactive and self-motivated.
- Flexibility and adaptability.
- Ability to work well under pressure.
- A commitment to volunteering and its value to society.

- A passion for Active & Sustainable Travel.
- Enjoy working outdoors, in all weathers.
- Genuine interest in community development and engagement.
- An interest in social justice and helping people who face significant barriers to travelling more actively.
- A passion for continued learning and personal development.