



Glasgow Eco Trust

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GlasgowEcoTrust
#GoEcoGlasgow

ROLE PROFILE & PERSON SPECIFICATION

ESSENTIAL INFORMATION

- **Position:** Active Travel & Sustainable Transport Coordinator (part time)
- **Hours:** 28 per week (full time is 35 hours per week) inc out of office hours working during evenings and weekends
- **Salary:** £24,570 to £27,300 pro rata
- **Location:** Glasgow Eco Trust office (flexible working will be considered)
- **Report to:** Project Manager
- **Line management responsibilities:** no other staff, possibly volunteers
- **Notes:** currently funded until 31 March 2025
- **Closing date:** midday Wednesday 17 July 2024
- **Interviews:** interviews morning of Thursday 25 and Friday 26 Jul 2024

ABOUT GLASGOW ECO TRUST

Community-led Climate Action – Making a difference for people, place and planet

Our vision and mission

Glasgow Eco Trust is a local environmental charity and social enterprise based in west Glasgow that coordinates and delivers a range of environmental activities and services.

Glasgow Eco Trust believes that local people are best placed to meet the needs and aspirations of their communities to create vibrant, thriving and resilient communities that benefit people, place and planet.

Our mission is to enable, facilitate, and empower local people and organisations to get informed, get involved and get active, both individually and collectively, to take action.

We also strive to be an excellent organisation that delivers high quality services. We work to the Revolve Reuse standards (Scotland's national standard for reuse), a Volunteer Friendly Award holder and a Living Wage employer.

Our outcomes

We strive to make a difference for People, Place and Planet...

- People
 - Improved health and wellbeing
 - Increased knowledge, confidence and skills
 - Increased sense of control and resilience
 - More involved in decisions that affect them

- People and Place
 - More connected to the community
 - More able to take part in community life
- Place
 - Improved local environment
 - Greater pride in place
 - Stronger local economy
- Planet
 - More materials reused, recycled and diverted from landfill
 - More community controlled and/or owned food, transport, resources and energy systems
 - Reduced CO2 emissions

Our main themes

We work across 5 main themes, the first 4 of which are the main contributors to a household carbon footprint...

- Transport
- Food
- Resource use
- Energy
- Spaces

ROLE PROFILE

Purpose

The Active Travel and Sustainable Transport Co-ordinator will build on and expand our Go Eco Glasgow active travel programme and our Active Travel and Sustainable Transport plan for Whiteinch & Scotstoun. This work has increased awareness of and participation in active travel and sustainable transport in the local communities we work with in west Glasgow. This project will aim to increase engagement with existing and potential partners in particular from under represented communities.

This post is funded by Paths for All Smarter Choices Smarter Places Open Fund. The project will deliver on Transport Scotland's Active Travel framework and in particular the aim that 'people develop more positive attitudes towards sustainable transport choices'.

Key Tasks and Responsibilities:

The successful candidate will be expected to meet the target outcomes as outlined in the funding bid and the work should be undertaken in line with the organisation policies and procedures. In addition there is an emphasis on partnership working in particular with local community centres and hubs

1. **Community-led transport forum** – coordinate and facilitate a local community-led transport forum including regular public events as well as working group meetings
2. **Promotion and Engagement activities** – coordinate a programme of public engagement activities including 'bike breakfasts', public info stalls and updating website and social media
3. **Buddy programme** – set up, promote and recruit people to a travel buddy programme including walk, bus and bike buddies and commuting buddies
4. **Travel diaries and journey planning** – set up, promote and recruit local people to complete travel diaries and provide advice and guidance on journey planning
5. **Health walks** – support to expand our health walks programme targetted at people who experience barriers to active travel and/or from under represented communities

6. **Monitor and evaluate** – support the monitoring and evaluation of the programme including photographic/video evidence and case studies, surveys and reports as required
7. **Training** - identify and coordinate training opportunities for staff, volunteers and programme participants
8. **Representation** - represent and promote Glasgow Eco Trust and develop and sustain local partnerships with groups, organisations and agencies in relation to the above
9. **Funding** - help identify additional funding opportunities to support the position and project
10. **Other** – other work as required by Glasgow Eco Trust

PERSON SPECIFICATION

Criteria	Essential Requirements	Desirable Requirements
Professional / Educational qualifications Confirmation source: <ul style="list-style-type: none"> • Sight of certificates at interview 	Higher English or equivalent Mathematics qualification at Intermediate 2 or equivalent Have had active travel and sustainable transport training	Qualified to degree standard in a relevant subject or equivalent work experience Have project management training
Skills & Abilities Confirmation source: <ul style="list-style-type: none"> • Practical test • Interview • References 	Self-motivated and able to work to high standard with minimum supervision; Able to work to tight deadlines and agreed targets; Excellent verbal and written communication skills, demonstrating ability to process and disseminate information; Ability to communicate with people from different backgrounds and at different levels within organisations; Ability to work with individuals in order to help them progress (identify need, identify options, support and monitor progress); Confident networker, able to work positively in partnership with other agencies and individuals; Excellent organisational skills and ability to prioritise own and others' workload; Innovative and driven, looking for 'out of the box' solutions; Good problems solving skills; Ability to maintain calm and to focus on difficult and challenging situations; Excellent team worker	Qualified and experience health walk leader Qualified and experienced cycle ride leader

<p>Experience / Knowledge</p> <p>Confirmation source:</p> <ul style="list-style-type: none"> • Application form • Practical test • Interview • References 	<p>Can evidence direct experience of active travel and sustainable transport work</p> <p>Can evidence direct experience of working with communities</p> <p>Can evidence experience working with community groups and/or voluntary organisations</p> <p>Can demonstrate ability to coordinate programme development</p> <p>Can evidence direct experience of partnership working</p> <p>Can demonstrate the ability to develop and maintain monitoring and evaluation systems</p> <p>Can demonstrate ability to prepare and deliver written reports to a variety of stakeholders</p> <p>Ability to develop and maintain information sources for stakeholders and partners</p> <p>Can evidence experience of an outcomes-based approach that focuses on the difference projects can make</p> <p>Knowledge and understanding of equalities issues and challenges</p> <p>ICT literate</p>	<p>Experience of projects requiring cross agency co-operation</p> <p>Experience of successful fundraising</p>
<p>Personal Qualities</p> <p>Confirmation source:</p> <ul style="list-style-type: none"> • Interview • References 	<p>Flexible working approach / adaptable;</p> <p>Self-motivated and tenacious, able to motivate others;</p> <p>Consistent and thorough approach to work with an eye for detail;</p> <p>Self-starter / work with minimum amount of supervision;</p> <p>Seeks feedback and constructive criticism;</p>	
<p>Other Requirements</p>	<p>Can provide a satisfactory Enhanced Disclosure (Disclosure Scotland)</p> <p>Willing to undertake evening and weekend work.</p>	<p>Familiar with the local area</p> <p>Full, clean driving licence</p>

<p>HOW TO APPLY</p>
<p>Completed Application Forms should be submitted preferably:</p> <ul style="list-style-type: none"> • by email to liz@glasgowecotruster.org.uk or • by post, marked 'Confidential', to Liz Dorward, Admin Officer, Glasgow Eco Trust, Heart of Scotstoun Community Centre, 64 Balmoral Street, Glasgow G14 0BL • Closing date: midday Wednesday 17 July 2024 • Interviews: interviews morning of Thursday 25 and Friday 26 Jul 2024