

JOB DESCRIPTION AND PERSON SPECIFICATION

Role

Community Events Coordinator (Bus Priority Project)

Salary

£150 per day (based upon 7-hour days).

Hours of work

This role is for 28 hours per week and is offered as a temporary contractor role. We are open to suggestions of flexible working.

Contract period

28th October 2024 to 1st February 2025 (3 months)

Location

The contractor will be based in Transform Scotland's office at 5 Rose Street, Edinburgh. There may be an opportunity for part of the role to be carried out on a home working arrangement where this is mutually convenient. **Travel across Scotland will be expected with this role** (travel expenses will be reimbursed).

Introduction and background

Transform Scotland is the national alliance for sustainable transport. Over the past 25 years, we have advocated for walking, cycling and public transport to be prioritised over private car use.

We are the only organisation in Scotland that campaigns for all modes of sustainable travel, from bikes to buses and everything in between. Our policy positions represent the views of our diverse membership, bringing together passengers, local authorities, communities, environmental charities, universities and transport companies.

We are politically independent and strictly science-based; we are a registered Scottish Charity (SC041516) and Company (SC181648).

Overview

The post holder will be responsible for coordinating the preparation and delivery of a series of community events for our bus priority project. This project will encourage people living in target areas of Scotland to switch to using the bus for their everyday journeys. The project will raise the profile of travelling by bus and share positive messages about the benefits of taking the bus in Scotland. It will collect data about how bus priority affects the passenger experience. It will raise awareness of the importance and level of support for bus priority and will encourage reinstatement of the Bus Partnership Fund or alternative funding. The project is partly funded through Path for All's Smarter Choices Smarter Places grants programme.

Job purpose

This post will support the existing Project Manager & Business Coordinator to:

1. Organise and deliver a series of community events in 5 target areas of Scotland and to act as key events organiser and point of contact for events within the bus priority project.
2. Liaise with project stakeholders and private bus operators to secure events venues.
3. Coordinate risk assessments, permissions and other authorisations needed for the events.
4. Support and manage any volunteers who are working at the events.
5. Attend all events, engage with members of the public and deliver the event outcomes.
6. Carry out short surveys with members of the public attending the events.
7. Support the Project Manager with developing content for the events.
8. Support the Project Manager with developing communications materials for the events.
9. Keep an accurate and up-to-date record of events progress within Transform Scotland's internal reporting and management system. Ensure that all work is undertaken in accordance with Transform Scotland's governance policies and procedures.
10. On occasion, and as required by the Project Manager, assist with general administrative duties and other work necessary for the project's operation, including for example: communications, marketing, research and evaluation.

Person specification

	Essential	Desirable
Demonstrable experience in coordination and delivery of events, ideally within an NGO context.	✓	
Experience of delivering monitoring & evaluation strategies in an events context.		✓
Strong relationship building and stakeholder management skills.	✓	
High standard of written and verbal communication skills.	✓	
Experience of working closely with local authorities and/or transport operators.		✓
Experience in developing and producing highly engaging communications materials.		✓
Commitment to Transform Scotland's values.	✓	
Strong planning skills, and experience of reporting against/revising plans.	✓	
Experience of managing a team of volunteers.		✓
Knowledge and experience of carrying out risk assessment.	✓	

Ability to work well with colleagues across different parts of an organisation.	✓	
Ability to communicate effectively with a wide range of people, including the general public.	✓	
Experience in bus and/or sustainable travel projects.		✓

To apply

Send a CV and covering letter to ros.browning@transform.scot

Closing date: 17:00 on Friday 11 October 2024

Interviews: Tuesday 22nd October **Start date:** w/c 28th October