**Job Description**

**Job Title:** Project Development Officer (Motability Project)

**Report to:** Executive Manager

**Liaise with:** Transport Manager, Admin & Bookings Officer, Drivers, volunteers’ passengers, community and voluntary organisations and groups

**Hours of Work: 28 Hours per week @ £16.50 per hour (3 year fixed contract)**

**Holidays: 32 Days per annum (pro rata) including public holidays**

**Location: East Ayrshire**

**KEY RESPONSIBILITIES**

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| 1. Lead on the development of the project 2. Prepare any key project plans 3. Identify and engage with key stakeholders to develop the project 4. Day-to-day management of project activities including monitor progress, risks and issues. 5. Explore and develop partnerships with relevant agencies. 6. Prepare detailed reports on aspects of the project, including to funders and as required. 7. Lead on the development and monitoring of the Monitoring and Evaluation Framework 8. Administer the Focus Group 9. Redesign and production of the quarterly brochure 10. Supervise drivers and volunteers employed with the project   **GENERAL DUTIES**   1. CCT has a Health & Safety Policy, a copy of which is available in the Staff Handbook. Employees are expected to read this policy and take all necessary steps to comply. It is a condition of employment that the employee works safety, having regard to themselves and those around them. The employee must also comply with all CCT procedures and practices from time to time relating to health and safety matters. Any failure to do so may result in disciplinary action being taken against the Employee. 2. Employees will be expected to undertake any reasonable request. 3. Employees are expected to work collaboratively with colleagues and ensure effective teamwork.   **Person Specification**   |  |  | | --- | --- | | **Job Title:** | Project Development Officer | |
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| **Requirements** | **Essential** | **Desirable** |
| **Educational Attainment** | Educated to HNC level or equivalent relevant experience |  |
| **Knowledge Required** | Knowledge of Third Sector | Understanding of the Community Transport Sector |
| **Experience Required** | Experience of working with a number of key stakeholders.  Experience of project development, management and planning.  Experience of working with the public. |  |
| **Skills and Aptitudes Required** | Experience of using computers including inputting into databases, Microsoft Word, Publisher Excel etc.  Strong interpersonal skills and the ability to deal with a diverse range of people.  High level of Business Acumen |  |
| **Personal Qualities Required** | Self-motivated, proactive and solution focused. Strong sense of initiative and responsibility | Ability to identify improvements to services. |
| **Other**   * **Working Unsociable Hours** * **Driving Licence** * **Car Ownership** | Willingness to work some evenings and weekends  Yes  Yes |  |

**Job Purpose:**

The purpose of this role is to lead and deliver a newly funded community transport project aimed at transforming Coalfield Community Transport’s Day Hopper programme. The project is designed to improve access and mobility for beneficiaries living with disabilities and limited mobility. The post holder will be responsible for overseeing the successful implementation of the project, establishing and managing a beneficiary focus group to ensure services are shaped by those who use them, and working collaboratively with a range of stakeholders to achieve the project’s outcomes and long-term impact.

**Post requirements:**

The successful candidate will possess a high level of business acumen and demonstrate the ability to work independently while making sound, evidence-based decisions. They will have proven experience in developing new partnerships and collaborating effectively with a range of stakeholders to ensure successful project delivery. Strong negotiation skills and the ability to manage and meet project deadlines are essential. In addition, the post holder will be expected to contribute to the project’s marketing efforts, including the creation of accessible marketing materials and negotiating with local suppliers to secure advertising space and support income generation initiatives.

**Personal Qualities:**

The post holder will be proactive, self-motivated, and solution-focused, with a strong sense of initiative and responsibility. They will demonstrate excellent interpersonal skills, enabling them to build strong relationships with stakeholders and communicate effectively at all levels. A high degree of professionalism, integrity, and resilience is essential, particularly when working under pressure or to tight deadlines. The ideal candidate will be adaptable, open to feedback, and committed to continuous learning and improvement. A collaborative mindset and a genuine passion for making a positive impact through their work are key to success in this role.

**To obtain an application pack please email** [**susan@yellowbuses.org.uk**](mailto:susan@yellowbuses.org.uk)**. CV.s will not be accepted. Closing Date 30th June 2025**

We welcome applications from individuals of all backgrounds and are committed to creating an inclusive and supportive working environment. We actively encourage applications from people with disabilities and those with lived experience of the issues our project aims to address. If you require any reasonable adjustments during the recruitment process or in the role itself, please let us know—we are happy to accommodate your needs to ensure equal access and opportunity for all applicants.