

Candidate Information

Project Officer – Behaviour Change & Engagement

Salary: Grade F: £28, 831 per annum pro rata

Hours: 22.5 per week (0.6FTE)

We are happy to discuss working hours to suit individual circumstances

Contract: Fixed term until 31 July 2025 (with possibility of extension)

DBS: Enhanced DBS is required for this position as the post holder will be working with children in educational settings

Base: Local Authority offices in Crawley with the flexibility to work from home when you are not delivering activities in schools or the local community.

Travel: The focus of this role is in Crawley; we may occasionally need you travel further during the course of your work including occasional overnights stays.

A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle (if required) and National Standards Cycling Training.

Job or Project Specific Information

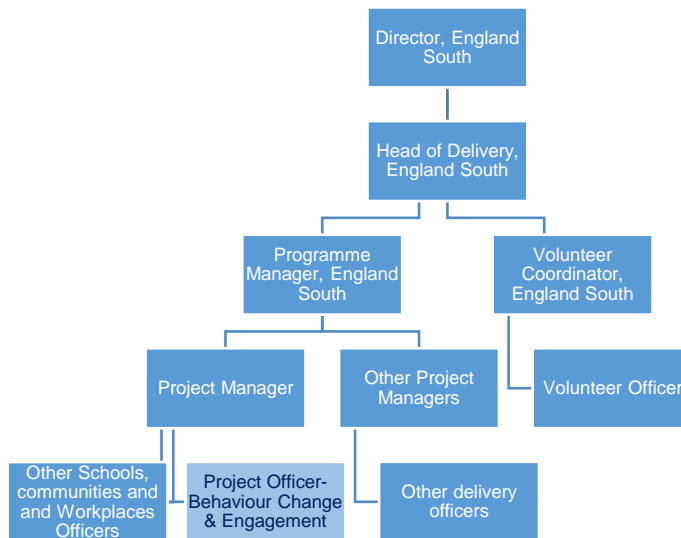
Sustrans has been working in partnership with Crawley Borough Council since 2011 to deliver an active travel project to schools across the area. This well- established programme will continue to deliver walking, cycling and scooting activities in these schools.

Externally, the Officer will be in regular contact with colleagues in the Crawley Borough Council Sustainability Team. They will develop key contacts within the whole school community, including head teachers, governors, teaching and support staff, parents, pupils and local residents, councillors, businesses and organisations. There will also be an

expectation to keep in regular contact with West Sussex County Council Active Travel team and keep up to date with their school active travel projects, including School Streets.

Internally, the Officer will report directly to the local Project Manager within the Sustrans England South Behaviour Change & Engagement Team. The Officer will be in frequent contact with the other officers locally and across the South region, as well as behaviour change officers across the UK. Supporting volunteer re

**Where
this role
sits in the
structure:**



Job Description - About the Role

Overview

We are looking for a motivated and engaging individual who can communicate confidently about walking, cycling and wheeling within schools and communities in Crawley. They will work with schools to enable pupils and their families to leave the car at home for the school journey.

Alongside partners at the council, they will use their role as a platform to promote the benefits of active travel. This will include supporting the Council with their School Streets trials, engaging positively with local residents, groups, parents and pupils. Amplifying seldom heard voices in the community to enable change to make it safer to walk, cycle or wheel to school.

The Officer will provide training and support for school and community champions so that they are able to independently run initiatives and foster a lasting legacy of active travel, whilst working in partnership with Crawley Borough Council team and other stakeholders in order to engage with new schools and communities in target areas. The Officer will engage with existing Sustrans volunteers to support project delivery in schools and assist in recruiting new volunteers

Where this role sits in the structure Reporting into Project Manager (Behaviour Change & Engagement, England South.)
Working closely with the Behaviour Change & Engagement Team, Volunteering team, other Schools, Workplaces and Communities officers across the UK.
This role does not have line management responsibility.

Key Responsibilities

Responsibilities may include:

- To successfully engage with school and community settings, forging effective working relationships and establishing regular communications.
- To develop and deliver activities and events in schools which promote and enable cycling, walking and other forms of active travel to school through practical skills, incentive programmes and classroom sessions.
- Provide targeted sessions / activities to ensure inclusivity and to reach more vulnerable groups.
- To develop and provide advice, information and resources for school communities (including pupils, school champions, staff, parents, governors and residents.)

- To provide support and guidance for schools in Crawley who are either interested and/or registered with West Sussex County Council School Streets programme.
- To promote Crawley Borough Council engagement initiatives and activities which support the uptake of active and sustainable travel.
- To plan and deliver school champion training, and parent training where appropriate, and community led activities to ensure a legacy for the project.
- To provide complete regular monitoring tasks and produce termly reports to funders. To include as case studies, good news stories and information for Sustrans and Local Authority publications and social media to celebrate success and share best practice.
- To recruit and engage both new and existing Sustrans volunteers, and to empower them to actively participate in project delivery.

We don't expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.

Person Specification

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

	Application Form	Interview
Specific experience required		
Working with children and young people	✓	
Delivering physical activity or other behaviour change projects	✓	
Partnership working with local authorities or similar partners	✓	✓
Leading group workshops, activities and events planning	✓	✓
Engagement with a diverse range of people of all ages		✓
Skills and Abilities		
Communicate to different audiences (parents, children, local authority staff, school staff, wider community) by various means	✓	✓
Adaptable and solutions driven		✓
Motivate and enthuse others		✓
Work independently and plan and prioritise own workload	✓	
Work well in a team	✓	
Specific knowledge required		
A good knowledge of the local area	✓	✓
Understanding of the benefits of active and sustainable travel		✓
Basic understanding of safeguarding		✓

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

Everyone at Sustrans

Our values guide us in everything we do:

- Including everyone
 - Having the courage to question
 - Acting local, thinking big
 - Getting things done, together
 - Always learning.
- Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone's responsibility at Sustrans to comply with our Safeguarding policies.
 - One of our key strategic goals is to be a charity "for everyone", building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
 - Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
 - It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
 - It is also important that everyone at Sustrans supports and follows with the charity's guidance on branding/key messages and contributes towards raising Sustrans' profile.
 - Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.
 - We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
 - Two of our values are *we get things done, together* and *we're always learning*. Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.