**Candidate Information**

**Job Title Delivery Coordinator, Education and Young People**

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| **Salary:** | Grade G:£28,499 - £33,918 per annum (pro rata for part time hours) |
| **Hours:** | Full time hours are 37.5 hours per week  This job can be considered for full time or from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances.  This role may require occasional working at weekends and/or evenings to support the delivery of events. |
| **Contract:** | Permanent |
| **Disclosure:** | Protection of Vulnerable Groups scheme is required |
| **Base:** | Sustrans hub in Edinburgh with the flexibility to work from home/home based within reasonable travelling distance from Edinburgh/Glasgow |
| **Travel:** | This role may involve regular travel. The focus of this role is in Scotland; we may occasionally need you travel / travel further during 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 work their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Job or Project Specific Information**

The Education and Young People’s team work with children, young people and their parents and carers to encourage and increase the number of children and young people travelling to school and other destinations by walking, wheeling and cycling.

Key interventions include the Hands Up Scotland Survey, School Travel Professionals network and a fund for local authorities to implement School Streets.

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

**Job Description - About the Role**

**Overview**

The Delivery Coordinator, Education and Young People will lead a small team to deliver a range of initiatives to support schools and pupils to engage in active travel.

The post holder will act as programme lead, managing a team that will develop and deliver a range of initiatives across Scotland ensuring effective delivery of the primary work streams as follows.

* Local authority School Streets Fund, to implement and catalyse more School Streets projects.
* Secondary schools and young people projects
* School Travel Professional network – a network of key contact in each local authority
* Hands Up Scotland Survey – this official statistic of the Scottish Government is collected by Sustrans Research and Monitoring Unit

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| **Where this role sits in the structure** | Reporting into the Education and Young People and Communities Manager  Working closely with the Head of Programme, Behaviour Change, the behaviour change team, volunteer, partnerships,  the Places for Everyone Grant and Services team, the Design team, and the Policy and Communications team.  The Delivery Coordinator will have line management responsibility for two Officers. |

**Key Responsibilities**

1. To manage, develop and coach team members by setting clear objectives and monitoring performance to maximise their potential
2. To utilise expertise in education settings, lead on delivery planning and programme management of the Education and Young People’s Programme as directed by organisational strategies and procedures
3. To lead and deliver the Education and Young People’s workstream, engaging and supporting schools and local authorities to develop and deliver active travel projects.
4. To identify opportunities, make recommendations and develop business cases for new initiatives designed to increase diversity in active travel service design and use
5. To report on the progress of projects to stakeholders, funders and the rest of Sustrans as appropriate.
6. To share best practice and project impacts and contribute to reporting on these internally and to Transport Scotland.

*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.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Delivering behaviour change or physical activity projects | x | x |
| Partnership working with local authorities and schools | x |  |
| Significant experience of project management | x | x |
| Managing and developing teams including line management, support or mentoring | x |  |
| **Skills and Abilities** |  |  |
| An ability to develop productive working relationships with a wide range of individuals and partner organisations. | x | x |
| Good leadership skills with the ability and enthusiasm to motivate others |  | x |
| Ability to work independently and make decisions with minimal supervision; enthusiastic and self-motivated |  | x |
| The ability to implement effective and innovative methods for schools through workshops and activities. | x | x |
| Strong communication skills, both written and oral and understanding of effective reporting | x | x |
| **Specific knowledge required** |  |  |
| Good understanding and knowledge Scottish curriculum and Scottish education system | x |  |
| Understanding of practical constraints as well as a creative and innovative approach of engaging with schools |  | x |
| **Other** |  |  |
| Dedication to Sustrans’ aims and objectives |  | x |

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.