

JOB DESCRIPTION

Active Travel Network Project Worker

Salary (Contractor): Fixed fee £6500 (inc of VAT)

Days 32.5

Completion 14th May 2021

JOB SUMMARY

Transition St Andrews is looking for an experienced community development worker to help engage residents and businesses in a programme aimed at making walking, wheeling and cycling safe and desirable for everyone in St Andrews.

Funded by Sustrans “Places for Everyone” programme, the St Andrews Active Travel Network project recognises that how we move about St Andrews is dictated largely by the streets and paths that cross the town. In order to change these to make travel easier, more efficient and better for health requires strong partnership, community involvement and a shared vision. The programme will provide our community with the opportunity to plan and create an active travel network for all. It will work in stages to bring people and organisations together whilst supporting research and formulating ideas before making improvements.

The St Andrews Active Travel Network project will respond to the town’s congested streets and polluted air by making walking, wheeling, cycling, and public transport the preferred modes of travel. The programme will achieve this by making walking, wheeling and cycling safer and more desirable for everyone, transforming residential streets into more liveable neighbourhoods to improve health and wellbeing.

The worker will lead on the engagement and consultation of stakeholders, the community and local schools. They will create engaging and informative communications about the project and create website and social media content to keep our community informed and engaged in the project.

The worker will report to the Transition St Andrews Manager and work as part of a project team that includes a Path Consultant, Sustrans Officers, Communications Consultant and Website designer.

Further information and informal enquiries may be directed to Alistair Macleod, email: am296@st-andrews.ac.uk, Tel: 01334 464000.

Transition St Andrews is committed to equality for all, demonstrated through our work and application process.

The worker will be contracted as a self-employed person and is expected to be home based and cover all costs associated with the delivery of this contract (except printing and designated project costs) through regular invoicing (weekly or monthly payment to be discussed). Applicants must hold a UK passport and be eligible to work in the UK.

HOW TO APPLY

Closing Date: 1am (Midnight) Sunday 21st March 2021

Interview Date: Thursday 24th March AM via MS Teams

We encourage applicants to apply via email with a CV and covering letter (800 words maximum) highlighting why you would be suitable for this post.

Transition St Andrews CIC

Transition St Andrews CIC delivers a programme of 'low carbon' living projects within the University and wider St Andrews Community. This programme is supported by a combination of funders including the University of St Andrews, Sustrans and Smarter Choices Smarter Places Programme. Our main targets aim is to encourage the students, staff and local residents to change their behaviour and reduce their carbon footprint, reduce waste and switch to smarter travel options.

Transition St Andrews CIC membership organisation, Transition UStA, is part of the UK-based Transition Towns initiative, which has been expanding worldwide over the last 7 years. It was launched in 2009 by a group of students and has since gained momentum, with both academic and non-academic staff becoming involved. Following a successful bid to the Scottish Government's Climate Challenge Fund in 2011, the group has since grown to be managed by a steering group of around 20 active members, provides 1000's of hours of volunteer opportunities and employs 6 full and part time staff to run its funded project.

The organisation is focused on implementing practical projects that aims to help individuals and their local communities minimise their impact on the planet whilst becoming more self-sustaining and strengthening community ties.

For an overview of our current work please visit our website at <http://www.transitionsta.org/>

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Reporting to Transition Manager

PURPOSE OF ROLE

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KEY DUTIES AND RESPONSIBILITIES

- Contacting community groups and schools in St Andrews and presenting the vision of an active travel network
- Deliver a stakeholder engagement plan that will inform and engage all path stakeholders, including schools, in the project vision and specific tasks towards implementing the project
- Deliver a community engagement plan (events, stunts, face to face work etc) that will ensure representation of everyone in the projects outcomes especially those with disabilities or other protected characteristics.
- Producing informative and considered communications under the direction of the Communications Worker
- Producing engaging content for social media channels to drive positive engagement in the project
- Research the strategic need for the project using recent transport reports and surveys by other stakeholders
- Collect evidence in the form of surveys, interviews or other methods to demonstrate the need for and direction of the project.
- Produce and present reports to the Community Steering group relative to the job role
- Be responsible for keeping up to date records of the project's progress against key criteria (engagement numbers, diversity and any other anecdotal evidence) and help support project progress.
- Ensuring that the projects Community Steering group are well supported in their efforts to deliver the project vision where necessary.
- Be a source of information, guidance and inspiration on active travel.
- Promote the St Andrews Active Travel Network vision and maintain Transition St Andrews ethos throughout your work

SPECIAL REQUIREMENTS:

Occasional flexible working in mornings, evenings and weekends maybe required in order to meet with community schedules

Person Specification

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview,)
Education & Qualifications	Higher	Degree level	Application
Experience & Knowledge	Good administration and organisational skills Good communication with ability to work with people of all abilities / levels	Delivery of Active Travel projects Developing Path networks Delivering community engagement Sustrans “Places for Everyone” programme Knowledge of local community structures A track record in working sensitively with community groups and an ability to build relationships and consensus	Application Interview and Presentation
Competencies & Skills	Act on own initiative Able to talk to a wide range of people and get them onboard Engaging community in projects Good computer skills including databases, mailmerge, e-mail and internet.	Carrying out engagement through social media Delivering community consultation Producing high quality reports for groups and panels Carrying out monitoring and evaluation	Interview and Application Application
Other Attributes/Abilities (if applicable)	A good degree of numeracy skills and an understanding of survey creation and data analysis Experience of producing printed media for promotions	Experience of Geographic Information Systems Experience of Graphic Design	Interview, application and presentation

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

We encourage applicants to apply online, however if you are unable to do this, please call Alistair Macleod on 07811004514

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the Transition St Andrews health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are responsible for applying the Transition St Andrews's equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have the responsibility to engage with the Transition St Andrews's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

Transition St Andrews is Community Interest Company 571813