# Project Officer, Bournemouth, Christchurch and Poole

Job description

# Role description

* Salary: Grade F
* Location: Council Office in Bournemouth with the flexibility to work from home
* Line manager: Project Manager
* Department / Team: Delivery, England/ Active Journeys South and East

## Role summary

The Project Officer is responsible for delivering a behaviour change and engagement project, focusing on empowering school communities to adopt active travel through events, initiatives, activities, and partnership working. The project is funded by Bournemouth, Christchurch and Poole (BCP) Council to increase the number of pupils who usually travel to school by walking, wheeling and cycling, reducing the number of journeys made by car.

With support from their line manager, the role holder manages project planning, documentation, and expenditure while independently devising and leading fun, engaging, innovative and informative activities. This will include delivering practical outdoor skills sessions, classroom based workshops and information sharing events. They will also support the set up and running of new and existing School Streets. The project empowers schools to create a culture of active travel that keeps going even after the project ends, through training and supporting them to run initiatives independently. The role will also involve recruiting and supporting volunteers, and contributing to the development of Walk Wheel Cycle Trust’s strategic objectives.

The Officer will work with two other Project Officers already in place working on the project. They will also work in partnership with BCP Council to ensure we achieve the greatest impact.

## Key responsibilities

**Project Management:**

* Delivery of behaviour change and engagement projects under supervision of line manager, including planning and organising tasks, project documentation and management of own expenditure.
* Plan, organise, risk assess and deliver educational and practical activities and events to give people the knowledge, skills and confidence to travel actively and to help promote active travel.

**School Community Engagement / Collaborative Working:**

* Plan and deliver engagement activities and events with communities and stakeholder groups.
* Build effective working relationships with nominated ‘active travel champions’ within school communities, local authority and other key stakeholders.
* Respond independently to enquiries, queries and issues from external contacts and volunteers.
* Recruit and support local volunteers to enhance project delivery and sustainability.

**Leadership and Management:**

* Supervise and mentor colleagues at lower grades and/or local volunteers involved in projects.
* Application of equality, diversity and inclusion principles.
* Communicating with and Influencing Partners:
* Engage with a broad range of internal and external stakeholders and volunteers to raise awareness of the benefits of active travel.
* Participate in project meetings to gain information about projects and campaigns.
* Provide stories and information to promote Walk Wheel Cycle Trust’ work.

**Strategy and Business Development:**

* Contribute to the production of identified project proposals and further developing Walk Wheel Cycle Trust’ approaches to project delivery by suggesting new ideas.
* Liaise with a range of organisations to secure and develop projects.
* Maintain awareness of funding opportunities and highlight opportunities to partner schools/organisation.

**Analysis, Reporting & Documentation:**

* Compilation of progress reports and presentations for project funders and supporting with content of annual reports.
* Collect and maintain up to date records of data required by the funder and relevant to Key Performance Indicators (KPIs), undertaking qualitative and quantitative research on target schools.

**Technical Know-How:**

* Awareness and ongoing learning of behaviour change theory and techniques.
* Understanding of the COM-B model or the National Standards for Community Engagement.
* Knowledge of training delivery techniques.
* Share best practice and disseminate learning.
* Operating within established guidance under supervision.

# Person specification

## Specific qualifications or experience required

* Experience of working with children and young people.
* Degree or equivalent in a relevant discipline, OR three years’ work experience including experience working with children and young people, which may include voluntary work.

## Specific/technical knowledge required

* Understanding of active travel and issues facing communities that experience inequalities.
* Knowledge and understanding of behaviour change theories and tools including the COM-B model
* Awareness of national standards of community engagement.
* Experience of health and safety management including risk assessment procedures.
* Knowledge of safeguarding principles and best practice.
* Competence in the use of Microsoft Office applications, data handling, remote conferencing platforms.

## Skills and abilities

* Experience of managing small clearly defined projects or experience of delivering work packages as part of a project.
* Experience of working as part of a team and building meaningful and collaborative relationships.
* Excellent verbal and written communication skills, including presentation and report writing skills.
* Experience with communicating with different audiences and adapting your approach.
* Experience of leading group workshops and presenting to audiences online and in person.
* Proven problem-solving skills (analytical and proactive).
* Ability to manage own workload, working to tight deadlines and managing own tasks across multiple projects.
* Ability to motivate others.
* Ability to quickly adapt to new online systems and processes.

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.

We make it possible for everyone to walk, wheel and cycle.

Because it changes everything. Our health. Our wellbeing. Our world.

[www.walkwheelcycletrust.org.uk](http://www.walkwheelcycletrust.org.uk)