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**Project Assistant - Hartlepool**

**(England North)**

£25859 per annum (pro rata for part time hours)

 **(Ref: 64REC)**

**Part Time 22.5 hours per week – happy to talk flexible working**

**Base: The Hartlepool Walking and Cycling Hub**

**About the role**

Our Active Travel Hubs in the Tees Valley provide helpful services and interventions to make walking and cycling the natural choice for shorter journeys in the Tees Valley. This is an exciting and ambitious project part of the UK’s largest network of Active Travel Hubs, working together to transform how Tees Valley residents travel for their everyday journeys.

This varied role would see you working in partnership with the local authority, communities, schools, businesses, volunteers and third sector organisations, to remove barriers to transport, increase levels of public health and wellbeing, and protect our local environment.

Key responsibilities include:

* Supporting the planning, coordination, and administration of behaviour change and engagement projects
* Taking part in community engagement events, meetings, and activities
* Carrying out basic data analysis and preparing reports for senior team members
* Responding to routine queries and providing day-to-day support
* Assisting in the development and preparation of project proposals

Candidates should be based within the Teesside geographical area with regular travel expected to a nominated hub/office base in Hartlepool.

**About you**

Desirable knowledge and competencies:

* Awareness of safeguarding principles and their application
* Confidence in using Microsoft Office applications

Skills and abilities required:

* Understanding of project management principles and practices
* Experience of working effectively as part of a team
* Strong verbal and written communication skills
* Proven problem-solving ability with a proactive approach
* Excellent time management skills, with the ability to plan, prioritise, and deliver work to deadlines

Sustrans has a long-term commitment to being a charity for everyone - reducing inequality, valuing diversity, enabling inclusion and ensuring all people are treated with dignity and respect. We aim to be a truly inclusive employer and welcome applications from people from all parts of the community, in particular from under-represented groups.

**What we offer**

In return we can offer true hybrid working to suit individual circumstances and a flexible, supportive and rewarding working environment.

Wellbeing

* 28 days’ leave per annum plus bank holidays for full-time working
* Ability to buy an extra week of annual leave (pro-rata for part-time staff)
* Staff volunteer days
* 24/7 free, impartial and confidential support service
* We are members of the Green Commute Initiative and Cycle Scheme who both offer cycle to work schemes

Financial

* Group Personal Pension scheme with a 6% or 7% of basic salary contribution being matched by Sustrans
* Bike, computer and season ticket loans
* Discount benefits
* London Weighting Allowance of £4,530 for all those living within a London Borough (32 local authority districts plus the City of London)
* Death in Service benefit – 3 x annual Salary

Family Friendly

* Enhanced maternity and paternity pay
* Flexible Working practices (full time hours are 37.5 per week, Monday - Friday)

**Additional information**

* Closing date for the receipt of completed applications is **23:59, 21 September 2025**.
* Interviews will take place in via MS Teams during the week commencing 29 September 2025
* We encourage early applications as the role may close ahead of schedule if we receive strong interest.

To apply, please complete our online application form. More details of our vacancies can be found at <http://www.sustrans.org.uk/about-us/vacancies>.

**About Sustrans**

At Sustrans you'll be part of a movement to make it easier for people to walk and cycle.

We're all here to change things! You’ll be part of an incredible community of talented, passionate, creative, problem solvers all working together to change things for the better. We act locally and think big - we have a vision of a society where the way we travel creates healthier places and happier lives for everyone.

You'll be questioning the status quo and daring to imagine a different world. You'll work on exciting, impactful projects that will stretch and empower you and you'll be rewarded by seeing the difference you make to people, communities and the planet.

 We believe including everyone is central to who we are and what we want to achieve, we welcome difference and pride ourselves on creating a culture where you can be yourself and where your wellness is supported.

You'll be guaranteed to make friends for life and work with a team that is incredibly flexible, supportive, ethical and fun.