

**Job Description**  
**FEL Active Travel**  
**Project Officer (NHS Support)**



<b>Reports to:</b>	Senior Project Officer for NHS
<b>Salary:</b>	£24,250
<b>Hours:</b>	35 hours per week
<b>Fixed term Contract:</b>	Until 31 <sup>st</sup> March 2022, extension of contract subject to the confirmation of additional funding
<b>Location:</b>	Stirling Active Travel Hub, Stirling Train Station, Goosecroft Road, Stirling, FK8 1PF, with some home working
<b>Application Deadline:</b>	Midnight, Wednesday 1 <sup>st</sup> September 2021
<b>Interview Dates:</b>	Between 9 <sup>th</sup> and 10 <sup>th</sup> September 2021, via Zoom

**Organisational Overview:**

Forth Environment Link (FEL) is an environmental charity working across the climate action agenda to deliver outcomes which support and promote healthy people and a healthy planet. Our projects aim to increase everyday journeys being made on foot or by bike; maximise the amount of local food grown and eaten in our communities; extend the lifespan of everyday items through repair and reuse programmes; and provide meaningful volunteering opportunities to practically tackle climate change. The following commitments underpin our activity as an organisation:

**People first** - Investing in our team to ensure we can provide tailored support where it is needed most.

**Enabling** – Delivering activity in a way that is practical, easy to understand and accessible to everyone.

**Collaborative** - Ensuring we work in partnership to add value where we can.

**Innovative** - Testing and developing new ideas and being a catalyst for change.

**Passionate** – Demonstrating a love for the environment and our place within it in everything we do.

**Fair** – Working in a way that is inclusive and reflects the needs of the people and communities we work with.

Our strategic approach reflects our ambition as an organisation and recognises the role third sector will perform in delivering national outcomes at a local and regional level.

**Job Purpose:** Working as part of the Active Travel team, you will take a role in shaping the services offered by the Active Travel Team, with particular emphasis on NHS engagement activity as well as supporting general Active Travel outreach activities. Working alongside the Senior Project Officer for NHS and the wider Active Travel Team you will help to identify new cycling and walking demonstration projects which will ensure FEL's Active Travel activity remains at the forefront of Active Travel development in Scotland.

You will be responsible for developing and maintaining excellent working relationships both internally and with external partners and crucially members of the public. You will have strong practical and communication skills ensuring FEL's reputation as an exemplar project is retained, leading the way in encouraging behaviour change in relation to Active Travel.

## **DUTIES AND RESPONSIBILITIES**

### **Specialist NHS Activity**

- Support the Senior Project Officer for NHS with engagement activity across NHS sites across Forth Valley and other key employers.
- Support with the development of Active Travel Action Plan for NHS Forth Valley Sites.
- Liaise with and support active travel activities across NHS Forth Valley sites, including led rides, Step Count Challenges, led walking activities, pop up hubs etc.
- Support with the collation of data and monitoring behaviour changes across all NHS programme activity.
- Support the promotion of FEL's e-bikes for keyworkers programme, Couch to Cycle App and other promotional campaigns.
- As part of the NHS Cycle Recovery programme support the administration of the E-bikes for keyworkers programme involving the hire and wraparound care packages for NHS Key Workers.

### **Core Activity**

- Working closely with the Active Travel team, support in the provision of cycling and walking related information and advice to employees and the public, including information on cycle and walking routes, services and activities
- Support the Active Travel team to provide support and advice to employees and the public about cycling and walking resources including phone apps and route mapping software.
- Support in the running of engagement activities across the active travel team, including led rides, led walks, Step Count Challenges and pop up events etc.
- Work in partnership with other initiatives within the local community groups to promote and increase active travel and climate action.
- Contribute to the development and upkeep of all Active Travel Hub social media and encourage participation through a range of communication channels including using social media, events diaries, blogs, monthly mail outs and School pupil's intranet, and FEL websites.

- Participate in local events and partnership events to promote FEL's wider active travel agenda.
- Work closely with Forth Environment Link's other programmes and initiatives across Falkirk, Stirling and Clackmannanshire.
- Carry out other any other duties, which may reasonably be required in light of the main purpose of the job.
- Attendance and involvement in external stakeholder events where appropriate.
- Promote FEL's cycling and walking work and activities

## **QUALIFICATIONS**

- Educated to degree level or equivalent, with two years' experience (D)
- Cycling Scotland Cycle Trainer qualified (D)
- Cycle Ride Leader qualified (E)
- Velotech Bronze Certified (D)
- Walk Leader (D)
- Outdoor First Aid (D)
- Drivers Licence (E)
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## **KNOWLEDGE/EXPERTISE**

- Passion for and knowledge of cycling, walking and all forms of active travel (E)
- Experience in community development (D)
- Proven ability to outreach to individuals and groups and build relationships and partnerships (E)
- Experience with customer service provision (E)
- Social media expertise including knowledge of relevant apps (E)
- Experience with websites and content management systems (E)
- Experience in volunteer coordination (D)

## **SKILLS/ABILITIES**

- Excellent verbal and written communication and interpersonal skills (E)
- Excellent organisational skills (E)
- Excellent community development and partnership building skills (E)
- Strong computer skills (E)
- Ability to work independently and as part of a small team (E)
- Ability to deliver outcomes within timeframes (E)
- Ability to promote services using a range of tools including web-based (D)
- Ability to carry out basic bike mechanics (D)

## **PERSONAL ATTRIBUTES**

- Passionate about Active Travel (E)
- Confident Cyclist (D)
- Enthusiasm and commitment (E)
- Problem solver with a hands on approach (E)
- Flexibility (E)
- Energetic and proactive (E)
- Creative thinking and foresight (E)

E = Essential  
D = Desirable