



Job Description
Forth Environment Link
Active Travel Secondary School Officer



Reports to: Falkirk Active Travel Hub Coordinator

Salary: £24,250

Hours: 35 hours per week

Fixed term

Contract: Until 31st January 2020, extension of contract subject to the confirmation of additional funding

Location: Based primarily between Falkirk Active Travel Hub, 201 - 203 High Street, Falkirk FK1 1DU and Lornshill Academy, Tullibody Road, Alloa FK10 2ES

Application

Deadline: **Midday on Tuesday 19th February 2019**

Interview

Dates: **Thursday 7th March 2019 OR Friday 8th March 2019**

Organisational Overview:

Forth Environment Link (FEL) is a Scottish environmental charity leading the way on connecting people and place. FEL supports more day to day journeys on foot or by bike; encourages more local food to be grown and eaten in our communities; and helps increase the lifespan of our everyday items. The following values 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.

Falkirk Active Travel Hub:

Forth Environment Link's (FEL) Falkirk Active Travel Hub aims to promote and increase cycling and walking for day to day journeys. Based in Falkirk High Street, the Hub provides: information and resources on cycling and walking; advice on low carbon travel options; information on and access to relevant training; partnership support and signposting to events in the local community designed to increase active travel.

Job Purpose: This new role will work as part of Forth Environment Link's Active Travel team to deliver dedicated support to the pupils of Lornshill Academy, Alloa, to improve awareness of active travel choices and foster an active travel culture within the school. The project will be delivered equally between Falkirk Active Travel Hub and Lornshill Academy, where a targeted programme of engagement and activities will be delivered throughout the academic year.

You will work closely with Lornshill Academy teaching staff and pupils to identify opportunities to support and encourage more active travel journeys, ensuring that the initiative engages and informs pupils in a learning and lifestyle context.

You will be an ambassador for active travel in the community, working closely with key local stakeholders to provide cycling, walking and public transport related information and services to staff and pupils. You will develop and deliver 'in-school' educational programmes which will engage, encourage and support pupils to consider more environmentally friendly and physically active modes of transport contributing to health, education and attainment outcomes.

DUTIES AND RESPONSIBILITIES

- Establish Active Travel baseline levels at beginning of project and monitor changes over the course of the programme.
- Develop an Active Travel Hub within the school to support, inform and signpost active travel activities and facilities to pupils and staff.
- Develop and deliver new active travel and health & wellbeing outreach activities and programmes within Lornshill Academy e.g. Step Count Challenge, bicycle mechanics programme and promotional campaigns.
- Encourage pupils within a 2-mile radius of Lornshill Academy to consider 'active travel' options if not already doing so.
- Help promote healthier and more active lifestyles to both staff and pupils.
- Promote FEL's cycling and walking work and activities to staff and students and help identify active travel opportunities in and around Lornshill Academy.
- Identify and promote local safe routes to encourage cycling and walking to school.
- Work closely with the Falkirk and Stirling Active Travel Hub teams to provide consistent cycling and walking related information and advice to pupils, including information on cycle and walking routes, services and activities.
- Where applicable work in partnership with other initiatives and groups within the local community to promote and increase active travel in and around Lornshill Academy.
- Provide support and advice to pupils about cycling and walking resources including phone apps and route mapping software.
- Contribute to the development and upkeep of Lornshill Academy Active Travel Hub social media and encourage participation through a range of communication channels including using social media and pupil's intranet
- 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 between Falkirk and Stirling.
- Carry out other any other duties, which may reasonably be required in light of the main purpose of the job.

QUALIFICATIONS

- Educated to degree level or equivalent (D)
- Cycling Scotland Cycle Trainer qualified (D)
- Cycle Ride Leader qualified (E)
- Velotech Silver Certified (E)
- Walk Leader (D)
- MBL Award Level 2 (D)
- Outdoor First Aid (E)

KNOWLEDGE/EXPERTISE

- Passion for and knowledge of cycling, walking and all forms of active travel (E)
- Passion and knowledge of bicycle mechanics (E)
- Experience in volunteer coordination (D)
- Experience of working with young people (D)
- 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 (D)
- Experience of budget and financial reporting (D)

SKILLS/ABILITIES

- Excellent verbal and written communication and interpersonal skills (E)
- Excellent organisational skills (E)
- Excellent community development and partnership building skills (D)
- 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 multi-task, delivering both good customer service and job-specific tasks (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 (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