



**Clackmannanshire  
Council**



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

<b>Reports to</b>	Active Travel Schools Officer
<b>Salary</b>	£17,290 per annum
<b>Hours</b>	35 per week (part time or flexible working available)
<b>Contract</b>	Until 31st March 2022, extension of contract subject to the confirmation of additional funding
<b>Application Deadline</b>	<b>Monday 1<sup>st</sup> March 2021, Midnight</b>
<b>Interview Dates:</b>	Interviews will be held on-line via video call, dates are still to be confirmed but will likely take place week commencing 15th March.
<b>Location</b>	<b>Anticipated that the early part of this year will be home working, as restrictions ease it will be a blended model of home working, office-based work and outreach activity.</b> Locations for outreach will include Lornshill Academy and other locations across Clackmannanshire. Our main offices are Cameron House, Forth Side Way, Stirling and Falkirk Active Travel Hub, 203 High St, Falkirk FK1 1DU, the role will also require travel across the Forth Valley area.
<b>Eligibility</b>	This post is funded through the Scottish Government's Young Person's Guarantee. To apply for this post, you must be aged 18 – 24, live in Clackmannanshire and not be currently participating in employment or education such as college or university.

**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.

FEL is partly funded by Scottish Government but is also required to generate additional revenue through grants, income generation and other fundraising activities.

### **Job Purpose**

The role will support the Active Travel Schools Officer in delivery of our Active Travel Schools Programme. This includes supporting the walking and cycling needs of pupils and staff at the Lornhill Academy Hub as well as supporting our Bike Medic project where you will learn how to fix and maintain e-bikes. The Project Support Officer will also be expected to help with wider FEL activity, including assisting in developing our work with Young People, to develop new services and ideas, as well as supporting our emerging youth board.

This role will provide experience and personal development within the following areas:

- Climate Change
- Youth Work
- Reuse and Repair E-Bikes
- Active Travel
- Community engagement

### **Duties and Responsibilities**

- Participate in ongoing training opportunities both practical and otherwise within the Active Travel team and FEL as a whole
- Gain an understanding of the ethos and working practices of FEL and how it is applied in relation to working with other agencies and within the community
- Undertake to develop skills and experience with a view to applying them to the work of FEL
- Schedule and carry out the routine maintenance of the fleet of electric bikes across Alva, Alloa and Lornhill Academies
- Responsible for the overall maintenance and repairs of the electric bike fleet
- Support the promotion of the electric bike scheme and it's use at each of the schools through outreach activities and training. This will include establishing good working relationships with the schools and developing activities which promote the usage of the scheme
- Monitor the usage of the electric bike scheme and report to Project Officer
- Carry out one day per week working with the Bike Medic in Falkirk.
- Support the Lornhill Academy Active Travel Project under the guidance of the project officer. This will include carrying out cycle training, leading groups cycles/walks as well as working within a classroom setting with pupils.
- Assist the Project Officer with delivery of parts of the programme with a view to increasing the responsibility of the support officer role
- Assist the Project Officer with the delivery of seasonal initiatives with a view to increasing the responsibility of the support office role
- Assist the FEL team to develop their portfolio of services and projects for young people, in context to green recovery and improving skills of the future workforce
- Assist the FEL team in developing and supporting a new Youth Board for our organisation
- Assist FEL in their aspirations for the United Nations Climate Change Conference 2021 in Glasgow (COP26) and beyond
- Undertake to represent FEL in a professional manner when dealing with colleagues, outside agencies and the wider community
- Adhere to FEL policies and procedures including health and safety
- Carry out any duties that may be reasonably required in light of the role

- Build good working relationships with relative organisations, teachers and pupils from the Clackmannanshire Schools

## **QUALIFICATIONS**

- No specific qualifications are required; however, we would welcome applications from those who have completed college, university or apprenticeship courses

## **PERSONAL ATTRIBUTES**

- Passionate about Active Travel such as cycling and walking
- Enthusiasm and commitment
- Problem solver with a hands-on approach
- Flexibility
- Energetic and proactive
- Attention to Detail

## **KNOWLEDGE AND SKILLS**

**Essential** – the following are essential requirements:

- Good verbal and written communication and interpersonal skills
- Well organised
- Good computer skills for example using email or word
- Good at working independently and with others
- Good at following instructions and completing tasks
- Good customer service and job-specific tasks

**Desirable** – the following are not essential requirements but would be an advantage:

- An interest in Climate Change and environmental issues
- Experience of volunteering or self-led development
- Experience or interest in cycling, wheeling and or walking
- Formal or informal experience of working with groups
- Experience of dealing with customers
- Skills in using social media including knowledge of relevant apps

## **Further information**

### COVID 19

Forth Environment Link, has closed all its offices and public spaces, most of the team, work from home. Except a small number of team members who are supporting key workers and NHS. This role will be home working until covid restrictions lift, there likely then will be a mix of home working and working from FEL spaces.

Forth Environment Link will provide the successful candidate with equipment to carry out job role, for example they will be given a laptop so that they can work from home

### **There will be an Induction Programme that will include things like;**

Learning about Forth Environment Link, who we are, what we do, why we do it and how we do the work we do.

Meet the team, in non-covid times this normally would be done face to face, along with a tour of our workplaces. However, at the moment it will be done via online meet ups.

Full familiarisation with FEL Policies and procedures, for example Health and Safety, Wellbeing, Environmental Impact and Equality and diversity.

Training to use our IT systems this includes things like Microsoft teams, email, social media, office 365 and administration tasks such as filing digital documents

Following the induction programme will be familiarisation time for the specific job role and tasks, supported by the project officer

There will be regular team meetings with your project officer as well as full FEL team meetings. FEL hold regular online team tea breaks to socialise and help keep the team connected and supported.