

Job Description – Active Travel Development Worker



Responsible to	Community Engagement Team Leader
Salary	Salary: in the range £23,480 to £24,480, pro rata + 6% contribution to pension scheme
Hours of work	15 hours per week on a flexible basis to include some Saturdays and evenings
Place of work	Greener Kirkcaldy office, and community locations
Contract	Fixed term to 31 st March 2020 initially, with possibility of extension
Holiday	28 days holiday, plus 5 public holidays, per annum, pro rata
Requirements	The post-holder will be subject to a Disclosure Scotland check

Job purpose

We have an exciting opportunity for an experienced Active Travel Development Worker to join Greener Kirkcaldy's Community Engagement Team.

Our Move More, Drive Less project aims to encourage people in Kirkcaldy to drive less and cycle or walk more for short journeys. The project will run led walks and cycle rides, work with local partners to hold Kirkcaldy Walking and Cycling Festivals, create a network of volunteer Active Travel Champions, running cycling and walking activities in their own communities, and produce Kirkcaldy cycling and walking guides of local routes.

You will be responsible for developing and delivering programmes of events and activities, recruiting, training and supporting volunteers, developing marketing and social media campaigns, and working with local partners.

You will have experience of delivering practical cycling and walking activities, and a passion for engaging communities in active travel. Experience working with volunteers is also essential. You will have excellent organisational skills, the ability to work with a range of people, work well in a team and use your own initiative too.

Specific responsibilities

- Develop and deliver a programme of led cycle rides and walks that engage the community in positive opportunities to learn about active and sustainable travel, and our environment.
- Recruit and train volunteer Active Travel Champions to lead cycle rides and walks in their own communities.
- Develop and manage a new Active Travel Champion Network, with regular networking events and online networking platform.
- Work with local partners to organise, promote and deliver a Kirkcaldy Cycling Festival.
- Develop and produce Kirkcaldy Cycling and Walking guides.
- Develop and maintain relevant programme and project materials.
- Engage with a wide range of partners, groups and community organisations to promote our activities.
- Create and deliver engagement and marketing campaigns, using posters, press marketing, website and social media to attract a wide and diverse range of people, in particular groups who might not normally engage with us.
- Attend local events and groups to promote the work of the project and programmes of activities.
- Assist in the development and implementation of monitoring and evaluation systems.
- Assist in the completion of programme reporting.

General responsibilities

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues.
- To promote the values of Greener Kirkcaldy when working in the local community.
- To comply fully with the organisation's ethos, policies and procedures and relevant legislation.
- Engage with our community in a way that empowers local people to take ownership of their learning and adopt sustainable behaviour changes.
- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals.
- To work constructively and effectively with partners, groups and organisations.
- To provide an excellent participant experience.
- To report on the success of allocated tasks.
- To attend and contribute to team meetings and training courses.
- To undertake other duties in line with the job purpose.