

Active Travel Officer (Smarter Choices, Smarter Places)

Job Description & Person Specification

Full-time - £25,000

37 hours per week (flexible working in evenings and weekends required)

Contract: until end December 2019

Location: Home based initially (with hot desk space in Balloch, Callander or Aberfoyle)

Reports to: Trust Manager

Responsible for: Volunteers

You will have experience of working within a dynamic and expanding organisation. A proactive, flexible and adaptable approach will be essential.

Our Vision:

SUSTAINABLE ENVIRONMENTS

Natural environments managed to mitigate and address the impacts of climate change. Ecosystems are healthy and connected...

SUSTAINABLE TRAVEL

Active travel prioritised across the National Park. Local action on climate change reducing pollution & carbon emissions...

SUSTAINABLE LIVES

Improved health & wellbeing and prosperity for everyone through nature focused activities such as walking, cycling, and volunteering...

The Loch Lomond and The Trossachs Countryside Trust aims to be an effective mechanism to conserve and improve the landscape and ecology of the National Park. We aim to enhance the countryside experience for people who live, work in or visit the National Park. By working in partnership, we enable larger and better connected actions on the ground.

Our contribution towards sustainable travel:

In 2017 we built a new community path from Tyndrum to Dalrigh in partnership with the Strathfillan Community Development Trust. This new route helps us to achieve our vision of improving opportunities for recreation and active travel and improving health and wellbeing through enabling physical activity outside. Work is ongoing to see this route completed to Crianlarich.

In 2018 we brought together a range of stakeholders to kick-start an eBike project in the National Park. The Trossachs Rural eBike Demonstration (TRED) project aims to prove that eBikes can help rural transport poverty and provide a viable active travel alternative to car use in the National Park.

Scotland's National Walking Strategy and the Cycling Action Plan for Scotland reinforces the need for actions across the National Park that support walking and active travel. Our work also links to regional plans (Loch Lomond & The Trossachs National Park Outdoor Recreation Plan) and National Planning Framework 3 through national priorities in terms of delivering long distance cycling /walking opportunities.

Duties and Responsibilities:

Strategic and Operational

- Responsible for the development, delivery and day to day oversight of the TRED (Smarter choices smarter places) project within our sustainable travel programme.
- In conjunction with Trust Manager, regularly review budget plans and expenditure, supporting business planning for grant funding and for project delivery.
- Develop partnerships and initiatives to promote and increase participation in active travel under the TRED project.
- To promote active travel to residents, employees and visitors to the area and increase levels of walking and cycling.
- Responsible for seeking out new funding and earned income opportunities to support the ongoing development of the TRED project.
- Carry out other duties, which may reasonably be required in light of the main purpose of the job.

HR and Administration

- Recruit, lead and manage volunteers involved with the TRED project
- Ensure the TRED project is compliant with all Health & Safety legislation and Trust policies.

Communications

- Develop and implement strategies to promote the Trust and this project through local, national and community media as well as an online presence through a website and social media (including Facebook, Twitter, phone apps and other platforms).
- Ensure the TRED project follows Countryside Trust brand guidelines
- Participate and develop relevant events to promote and raise the profile and reach of the Trust and specifically the TRED project.

Finance and Reporting

- Responsible for financial management of the TRED project, ensuring close financial monitoring and robust financial procedures are in place.
- Provide funders and partners with accurate financial information relating to grant management and claims processes.
- Provide written and verbal reports as to the progress of the project to the Trust Manager, Board, partners, funders and stakeholders as required.

Detailed Role Requirements

- Devise a programme to evaluate baseline active travel data within the Trossachs (specifically focussing on the NCN7 corridor between Drymen and Strathyre) within the first three months of this post.
- Present initial baseline findings to stakeholders and funders by 31 March 2019.
- Devise and deliver a programme of events and awareness raising activities to increase the level of active travel in this area. These events will showcase the NWCN and eBikes, encouraging greater or new levels of use by currently non using audiences (this could be by increasing distances travelled, increasing number of journeys or establishing a new users of NWCN across the population

resident/visiting/working/etc).

- Provide opportunities for people to spend active time outdoors. Encourage people to get closer to nature through e-bike journeys on the NWCN
- Manage and promote the use of our two project eBikes within this area and report on perceptions of eBikes as an alternative mode of transport
- In collaboration with the LEADER Marketing and Tourism Officer (Cycling) and Scottish Natural Heritage, production of NWCN related eBike promotional materials and communications that promote the use of NCN7 and any SGT sections, for example printed materials and temporary outdoor signage
- Present the project at the NWCN steering group and active travel conference
- Support communities to complete active travel action plans in partnership with Forth Environment Link

- Lead on the development of the TRED project throughout the year. Attend regular meetings that contribute to the development of the TRED project
- Secure or facilitate funding to support the development of the TRED project
- Support others working on sustainable travel projects in the Trossachs
- Present final active travel data to stakeholders by December 2019 supporting the expansion / full delivery of the TRED project and ultimately facilitating a shared eBike scheme along the NCN7

QUALIFICATIONS

- Educated to degree level or equivalent with a minimum of two years' experience in a related field. (E)

KNOWLEDGE/EXPERTISE

- Proven experience of developing and evaluating a programme of work (E)
- Two years' experience in active travel initiatives or a related area (E)
- Two years' experience in project management (E)
- Knowledge of planning regulations (D)
- Experience of Health, Safety and Environmental management (D)
- Experience in the design of cycle facilities (D)
- Experience of the design of shared-use paths (D)
- Knowledge of on-site construction management (D)

- Direct experience managing a community service or project (E)
- Experience in community development (E)
- Knowledge of the issues the Loch Lomond & The Trossachs Countryside Trust promotes including active travel would be an advantage (D)
- Proven ability to outreach to individuals and groups and build relationships and partnerships (E)
- Experience with customer service provision (D)
- Social media expertise including knowledge of relevant apps (D)
- Experience in volunteer coordination (E)
- Experience of budget and financial management and reporting (E)

SKILLS/ABILITIES

- Excellent verbal and written communication and interpersonal skills (E)
- Excellent project management and organisational skills (E)
- Excellent volunteer management skills (E)
- Excellent community development and partnership building skills (E)
- Excellent strategic development skills (E)
- Strong computer skills (E)
- Ability to work independently and as part of a team (E)
- Ability to deliver outcomes within timeframes (E)
- Ability to promote services using a range of tools including webbased (D)

PERSONAL ATTRIBUTES

- Enthusiasm and commitment (E)
- Flexibility (E)
- Keen interest in the values, aims and objectives of the Trust (D)
- Energetic and proactive (E)
- Creative thinking and foresight (E)
- Current full clean drivers licence (E)
- Access to a vehicle for occasional travel (E)

E = Essential D = Desirable



Post funded by Paths for All through the Smarter Choices, Smarter Places fund.

With support from Scottish Natural Heritage, Forth Environment Link and the Loch Lomond & The Trossachs National Park Authority

**LOCH LOMOND
& THE TROSSACHS
COUNTRYSIDE
TRUST**



Loch Lomond & The Trossachs Countryside Trust

Carrochan Carrochan Road Balloch G83 8EG

T +44(0)1389 722648 F +44(0)1389 722633

E info@trustinthepark.org W www.trustinthepark.org

Registered Scottish Charity No: SC043266 Company Limited by Guarantee: 422457