

# Job Description

<b>Job title:</b>	<b>Project Coordinator (Workplaces)</b>
<b>Salary range:</b>	<b>£29,254 - £36,970 per annum</b>
<b>Reporting to:</b>	<b>Regional Team Leader</b>
<b>Location:</b>	<b>Home-Based (with regular travel within West Yorkshire region)</b>
<b>Management responsibility:</b>	<b>No</b>
<b>Budget responsibility:</b>	<b>No</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Contract:</b>	<b>Fixed term until 31 August 2025 (with possibility for extension)</b>

## **MAIN PURPOSE OF JOB:**

The post holder will coordinate the delivery of project work with workplaces across West Yorkshire and act as a key contact for delivery partner(s) liaising with workplaces and/or any other stakeholders in the West Yorkshire Region, as appropriate.

They will be responsible for recruiting workplaces, organising the distribution of resources and supporting project audiences in the implementation of walking interventions.

This role will be home-based with frequent travel required throughout West Yorkshire. This will be a varied role and an ability to embrace a diversity of tasks is essential.

## **MAIN DUTIES AND RESPONSIBILITIES:**

- Work with line manager to ensure a professional client relationship with the local partners based on agreed governance and reporting mechanisms to ensure a smooth working relationship
- Work with delivery partner(s) to identify target areas and ensure the smooth roll out of assigned project(s) within assigned location
- Recruit target project audiences to participate in agreed project(s). Coordinate ordering and delivery of any project resources, and provide relevant support for implementation
- Create a robust timeframe for activities with clear responsibilities of Living Streets, project partners and the project audiences

- Coordinate implementation of agreed project(s), ensuring project targets and outputs are achieved on time
- Support project audiences and local authorities to identify and tackle barriers to walking
- Agree and deliver interventions with project audiences and partners - methods will vary but are expected to include pledge events/online, staff walking challenges, walk champion training, walk leader training, workplace walking maps, Workplace Route Audits.
- Run and promote local activities during key calendar times, such as National Walking Month
- Attend partner meetings with the Combined Authority, partner Local Authorities and other project delivery partners as required.
- Monitor and contribute to internal and external evaluation of projects, including gathering baseline data. Contribute to reports for funders and partners and keep project management records up to date

#### **OTHER DUTIES:**

- Be an ambassador for Living Streets to external audiences as required, promoting the Living Streets brand and messages, including at public events, in interaction with stakeholders.
- Be an active contributor to your Department, team meetings and away days
- Support fellow staff and provide internal mentoring and training as appropriate
- Adhere to Living Streets policies and procedures, maintaining good liaison across the organisation.
- Ensure the effective delivery of our Strategic Plan and Objectives
- Ensure our equal opportunities and safeguarding policies are understood and implemented at all levels.
- Deputise for Project Manager in their absence
- Reasonable, occasional out of office hours work may be required as may be some travel within the UK.
- Undertake other duties from time to time, as requested by the line manager or Chief Executive.

#### **SAFEGUARDING:**

Living Streets is committed to safeguarding and promoting the welfare of children, young people and adults at risk; and expects all our staff and volunteers to share this commitment. Applicants will be subject to background and criminal records checks as relevant to the job role.

**NB:** Enhanced DBS clearance will be required for this post.

# Person Specification

Applicants must be able to demonstrate:

Person Specification	Essential	Evidenced through	Desirable	Evidenced through
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working on projects that deliver health/ environment/ transport outcomes</li> <li>• Confidence engaging people from different ages and backgrounds to deliver project outcomes</li> <li>• Data management and monitoring, evaluation and report writing</li> <li>• Managing activities with multiple deadlines and stakeholders</li> </ul>	Application, Interview, References	<ul style="list-style-type: none"> <li>• Event management</li> <li>• Using a Project Management tool</li> <li>• Sales experience</li> </ul>	Interview, References
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work remotely from head office and other team members and be administratively self-supporting</li> <li>• Good communication skills, including an ability to engage with and influence diverse audiences, and acting as a spokesperson for a project</li> <li>• Good IT skills, including Microsoft Word, Excel, Outlook and Microsoft Teams</li> <li>• Good time management skills</li> </ul>	Application, Interview, References	<ul style="list-style-type: none"> <li>• Ability to critically assess the public realm from an end-users' perspective, and show understanding of the issues that can affect the walking environment</li> <li>• Good understanding of the not-for-profit sector</li> <li>• Knowledge of the use of blogs and social media channels</li> </ul>	Interview
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexible hours, including early mornings, evenings and weekends, travelling actively or by public transport.</li> <li>• Commitment to equal opportunities and the ability to implement Living Streets' Equality, Diversity and Inclusion policy</li> <li>• Commitment to safeguarding and the ability to implement Living Streets' safeguarding policies and procedures</li> <li>• Understanding of, and commitment to, the agenda of Living Streets</li> <li>• Positive, 'can do' approach to tasks and attitude to work</li> </ul>	Application, Interview, References		