

# Job Description

<b>Job title:</b>	<b>Project Assistant (WTSO)</b>
<b>Salary range:</b>	<b>£ 24,611- £27,598 per annum</b>
<b>Reporting to:</b>	<b>Project Manager</b>
<b>Location:</b>	<b>Homebased within either the Midlands or the South of England</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 March 2026</b>

## MAIN PURPOSE OF JOB:

You will provide effective support to the delivery of the Walk To School Outreach (WTSO) project across the Midlands and South of England. This will include research into schools' eligibility and suitability for the delivery of this behavior change project, assisting with online engagement activities and supporting with delivery on the ground through school and community events.

You will also be expected to undertake administrative duties as required, including formatting and use of spreadsheet data.

This will be a varied role and an ability to embrace a diversity of tasks is essential, as is a positive 'can do' attitude to work.

## MAIN DUTIES AND RESPONSIBILITIES:

- Work with our team of project managers and coordinators to research schools' suitability to take part in WOW - the walk to school challenge, in line with funder requirements
- Work with project coordinators to assist with the planning and delivery of online and local engagement activities
- Undertake administrative duties to support project reporting, which will involve the use of Microsoft Excel, Word and Monday.com
- Support project coordinators and schools to identify and tackle barriers to walking
- Deliver school assemblies and other relevant local events as required
- Support the monitoring and evaluation of projects, both qualitative and quantitative by making sure records are 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, and in interaction with stakeholders

- Be an active contributor to the Development and Delivery department, at team meetings and away days
- Adhere to Living Streets policies and procedures, maintaining good liaison across the organisation
- 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 Project lead

**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:

<b>Essential Criteria</b>	<b>From application (✓)</b>	<b>At interview (✓)</b>
<b>Experience</b>		
Experience and confidence in engaging children and young people in health or education related activities	✓	✓
Experience and confidence working within a team environment	✓	✓
<b>Knowledge and skills</b>		
Ability to work remotely from head office and other team members and be administratively self-supporting	✓	✓
Good communication skills, including an ability to communicate with colleagues and to engage with project beneficiaries	✓	✓
Good IT skills, including Microsoft Word, Excel, Outlook and Microsoft Teams	✓	✓
Good time management skills	✓	✓
<b>Personal</b>		
Ability to work flexibly, supporting morning and after school events, occasional travel or evening and weekend working	✓	✓
Commitment to equal opportunities and the ability to implement the Living Streets' Equality, Diversity and Inclusion policy	✓	✓
Commitment to safeguarding and the ability to implement Living Streets' safeguarding policies and procedures	✓	✓
Understanding of, and commitment to, the agenda of Living Streets	✓	✓
Positive, can do' approach to tasks	✓	✓

It would be preferable for applicants to also demonstrate:

<b>Desirable Criteria</b>	<b>From application (✓)</b>	<b>At interview (✓)</b>
<b>Experience</b>		
Experience of working on projects that deliver health/environmental/transport outcomes	✓	✓
Experience in speaking/communicating with groups of primary age school children	✓	✓
Experience of online engagement activities	✓	✓
<b>Knowledge and skills</b>		
Understanding of the issues that can affect the walking environment	✓	✓
Understanding of the not-for-profit sector	✓	✓

Knowledge of the use of blogs and social media channels	✓	✓
Knowledge of the benefits of active travel on public health, the environment and the community	✓	✓