

Job Description

Job title:	Project Coordinator
Salary range:	£29,547 - £37,340 per annum
Reporting to:	Regional Team Leader
Location:	Homebased within the West of England
Management responsibility:	No
Budget responsibility:	No
Hours:	35 hours per week
Contract:	Fixed term until 31 March 2026

MAIN PURPOSE OF JOB:

You will coordinate the delivery of the Walk To School Outreach (WTSO) project and act as a key contact for our delivery partners, liaising with schools and/or any other stakeholders, as appropriate across the West of England (e.g. Bristol, South Gloucestershire, North Somerset, BathNES). You will work with schools across your assigned region in England. You will occasionally be required on site and will therefore live within a reasonable distance for travel via public transport.

You will be part of a team responsible for ensuring the project achieves its behaviour change aims, as agreed by the funder. This includes but is not limited to recruiting schools onto the project, keeping schools engaged and actively participating, organising the distribution of resources, behaviour change activities, and keeping monitoring and record keeping systems up to date. You will also support the project aims of identifying and recommending improvements to overcome barriers to walking to school.

This will be a varied role and an ability to embrace a diversity of tasks is essential.

MAIN DUTIES AND RESPONSIBILITIES:

- Coordinate implementation of the agreed project, ensuring project targets and outputs are achieved on time and within the scope of the project.
- Work with the appropriate manager to ensure a professional client relationship with the local project delivery partner, based on agreed governance and reporting mechanisms to ensure a smooth working relationship.

- Work with the delivery partner to identify target areas/schools and ensure the recruitment, smooth roll out, and continued engagement of the assigned project, as defined in the project plan.
- Promote the Living Streets Walk to School model to target schools.
- Deliver either online or in person assemblies, presentations or events when required.
- Work collaboratively with colleagues across projects and functions including Marketing and Communications, Development, Commercial and Impact and Evaluation to maximise audience engagement and evidence of impact.
- Coordinate ordering of project resources and provide relevant support for implementation.
- Create a robust timeframe for enrolment and engagement activities ensuring clear responsibilities of Living Streets, project partners and the project audiences.
- Agree and deliver interventions with project audiences and partners, to ensure increased walk all the way rates to school - methods will vary but are expected to include WOW – the walk to school challenge, training, focus groups, street audits, surveys, informal meetings and feedback, online tools and other interventions as appropriate.
- Support project audiences and local authorities to identify and tackle barriers to walking.
- Run and promote local activities during key calendar times, such as Walk to School Week, National Walking Month and International Walk to School Month.
- Monitor and contribute to internal and external evaluation of projects, including gathering baseline data and monitoring outcomes.
- Contribute to reports for funders and partners and keep project management records up to date.
- Utilise the brand platform for development of project materials.

OTHER DUTIES:

- Be an ambassador for Living Streets to external audiences as required, promoting Living Streets' brand, messages and products/services, including at public events, and in interaction with stakeholders.
- Be an active contributor to your department at meetings and away days and support the delivery of other projects as required.
- 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 policy is understood and implemented at all levels.
- Deputise for the Team Leader in their absence.
- Reasonable occasional out of office hours work may be required, and travel outside of your local region, but within the UK.
- Undertake other duties from time to time, as requested by the Regional Team Leader.

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:

Essential Criteria	From application (✓)	At interview (✓)
Experience		
Working on projects that deliver health/ environmental/ transport outcomes	✓	✓
Confidence engaging people from different ages and backgrounds to deliver project outcomes, preferably primary age children and their parents/carers	✓	✓
Data management and monitoring, evaluation and report writing	✓	✓
Coordinating activities with multiple deadlines and stakeholders	✓	✓
Knowledge and skills		
A good understanding of the UK school system	✓	✓
Ability to critically assess the public realm from an end-users' perspective, and show understanding of the issues that can affect the walking environment	✓	✓
Ability to work remotely from head office and other team members and be administratively self-supporting	✓	✓
Good communication skills, including an ability to engage with and influence diverse audiences, and acting as a spokesperson for a project	✓	✓
Good IT skills, including Microsoft Word, Excel, Outlook and Microsoft Teams	✓	✓
Good time management skills	✓	✓
Personal		
Willingness to work flexible hours, including occasional travel, early mornings, evenings and weekends	✓	✓
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:

Desirable Criteria	From application (✓)	At interview (✓)
Experience		
Event management	✓	✓
Working with primary school aged children	✓	✓
Using a Project Management tool	✓	✓
Sales experience	✓	✓
Knowledge and skills		
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	✓	✓