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Job and Person Profile

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| **Job title** | Project Officer - Active Travel Social Prescribing Pilot (ATSPP) |
| **Job Reference** | 10227 |
| **Grade and Salary** | 5 - £30,151 per annum (pro rata if part time)  This role includes performance related pay progression |
| **Directorate** | Growth, Highways and Infrastructure |
| **Service area** | Transport Strategy |
| **Team** | Transport Travel and Safety, Behaviour Change Team |
| **Location** | Endeavour House, Russell Road, Ipswich, Suffolk, IP1 2BX |
| **Hours per week** | 37 |
| **Status** | **Fixed Term to 31 December 2025 (funding)** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)* * *Job sharing* * *Working compressed hours (eg a nine-day fortnight)* * *Term time working (including partial term-time working)* * *Use of flexitime / time off in lieu* * *Hybrid working options, including some home working* * *Working from different Council buildings* * *Working adjusted core hours (eg starting later and finishing later or other patterns)*   Please speak with the contact on the advert to discuss your preferences and learn more about the options that can be offered. |

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| **Main purpose of the job** |

The Project Officer role is to support the coordination and delivery of the Active Travel Social Prescribing Pilot (ATSPP) as awarded from the Department for Transport. The project focuses on cycling and walking initiatives within Ipswich and Lowestoft. This role reports to the Project Lead.

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| **About the team** |

The Project Officer post is part of the Behaviour Change Team which sits within the Transport Strategy division of the Growth, Highways and Transport Department.

The Behaviour Change Team and the wider Transport Travel and Safety team includes specialist officers with responsibility for road safety education and training, transport planning, behavioural change, traffic management, safety engineering and the school crossing patrol service. The team works with internal partners across Suffolk County Council, including Public Health and external organisations as part of the Suffolk Roadsafe Partnership. We are a lively and proactive team which is pragmatic, and solution focused.

The teams work in a range of settings, including schools, colleges, workplaces, and communities, which support people to travel safely and sustainably.

**Key relationships:**

* This role reports to the Project Lead within the Behaviour Change Team.
* The Behaviour Change Team Manager and The Transport, Travel and Safety Manager.
* Other managers and staff within the Transport Strategy division.
* Suffolk County Council’s Public Health professionals and managers.
* Headteachers, Teachers and Governors of schools and colleges.
* Businesses and local representative organisations including Voluntary, Community and Social Enterprise.
* GP, NHS contacts including Social Prescribers and Integrated Care Boards.
* County and Parish Councillors.
* Relevant bodies in local county, district and borough councils and Department for Transport.
* Clients referring into the ATSPP.

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| **What you will be expected to deliver in the role** |

Reducing the demand for car travel is a key element in our local Transport Plan Strategy for urban areas. This is a great opportunity for you to help in solving a growing Transport and Public Health problem in Suffolk. Changing the travel behaviour of individuals and persuading people to choose walking, cycling or public transport instead of driving to work or taking children to school by car is difficult. This is, however, essential if we are to support future growth, tackle traffic congestion in Suffolk’s larger towns, and reduce the health and climate change impacts of personal travel.

The Project Lead along with the Behaviour Change Manager will be responsible for overseeing all aspects of the ATSPP, including procurement, compliance, finance, strategic focus, promotion, engagement, service delivery, project sustainability, decision-making, and monitoring and evaluation.

The Project Officer will:

* Support the Project Lead with the development and delivery of the project objectives and outcomes.
* Manage their own workload, plan and carry out individual projects from inception to completion.
* Engage with bodies participating in the ATSPP and senior managers across organisations.
* Engage with communities to develop effective Active Travel solutions in their geographical area.
* Give presentations to local organisations and professional parties interested in the ATSPP.
* Assist to embed training, education, resources, and infrastructure required for sustainable project delivery beyond the pilot project.
* Assist with the development of Client/ Customer referral pathways.
* Identify delivery partners and coordinate the activities between Delivery Partners.
* Provide advice and guidance on the ATSPP to Clients and Delivery Partners.
* Register referrals for the ATSPP.
* Assign, maintain and monitor the Unique Reference Number records (URN) for Clients for all Delivery Partners across the project to ensure effective service delivery and to ensure an accurate record is available for our Monitoring and Evaluation partner the University of Suffolk.
* Facilitate the Pilot interventions if and where necessary.
* Provide administrative support to the Project Lead. Ensure the SCC processes are followed in relation to Finance, Procurement, Data and Compliance.
* Assist to gather and consolidate Monitoring and Evaluation Data for the University of Suffolk and Active Travel England from the Clients and Delivery Partners.
* Attend the monthly Social Prescribing Delivery Group and other supplier/stakeholder meetings.
* Contribute to and deliver the Marketing Strategy alongside the Marketing Delivery Partner and Delivery Group. This may include regular promotional activities, including websites and social media. The Marketing Strategy will serve to outline and monitor the promotion and marketing of the ATSPP.
* Update the Project Lead on a weekly basis, highlighting key areas of opportunity, progress, participation, communication, issues, and outcomes etc.

This role is funded by the Active Travel Social Prescribing grant from the Department for Transport for the duration of the fixed term contract.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive and you will have personal objectives linked to the Pilot objectives that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Suitable professional qualification at graduate degree level or equivalent experience in a relevant area of work.
2. Working towards a professional qualification. (Desirable)
3. Membership of appropriate professional organisation. (Desirable)

**Values and personal qualities**

1. I am committed to the promotion of sustainable transport for all.
2. I work with my colleagues to achieve the best we can and support one another in our work as one team.
3. I build relationships outside of the Transport Strategy team to help deliver our objectives.
4. I adapt the way I work in order to positively benefit others.
5. I am a confident communicator who can convey both simple and complex information with a wide range of audiences, both internally and externally.
6. Demonstrates personal values and behaviours aligned to our corporate [WeASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/opportunities/life-at-suffolk-county-council/our-weaspire-values) values
7. Passionate about making a positive difference for Suffolk

**Specialist knowledge skills and experience**

1. Excellent written and verbal skills.
2. Proficient in use of MS applications, particularly Excel, Word, and PowerPoint.
3. High level of organisational skills and the ability to plan, prioritise work and meet deadlines of self and others within the team.
4. Experience of operational work within a relevant service area.
5. Experience of working with a range of agencies and communities.
6. Effective networking skills.
7. Effective communication of ideas and activities with colleagues and customers.
8. Willingness to work as part of an integrated team with contractors on the development of the Social Prescribing Project.
9. Good understanding of relevant social issues.
10. Able to write detailed reports and respond to correspondence.
11. Political awareness and good understanding of local government.
12. Proven ability to effectively manage own time.
13. Able to represent the authority at meetings, often supported by more senior officers.

**Additional requirements**

1. Able to travel to attend meetings across Suffolk.
2. Occasional out-of-hours working.
3. Willingness to undertake training as required to update knowledge and skills.
4. Evidence of successfully working alone as well as part of a team.

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**Travel requirements**

We positively encourage the use of technology to communicate, but in this role, you will need to travel to locations away from your contractual base, so you must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

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| **W** | **Wellbeing** – Looking after yourself and each other #oneteam |
| **E** | **Equality** – Respecting, valuing, embracing, and celebrating everyone’s unique differences |
| **A** | **Achieve** – We are the best we can be |
| **S** | **Support** – We work as one team |
| **P** | **Pride** – We are passionate about making a positive difference to the people and place of Suffolk |
| **I** | **Innovate** – We believe that every penny counts and every minute matters |
| **R** | **Respect** – We give and earn respect |
| **E** | **Empower** – We empower, encourage, and motivate |

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our ASPIRE values.

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In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

The commitment applies to all roles in the council. We all have customers, whether they are internal or external, and we all have a responsibility for striving to consistently deliver excellent customer service.

Importantly, the commitment also covers our expectations of customers when they contact us and access our services.

**[Click here to view our Customer Commitment.](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)**

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| **Guaranteed Interview Schemes** | If you are a care leaver or have a recognised disability, please tell us on your application form and we offer a guaranteed interview for those who meet the essential criteria from the role. |
| **Reasonable Adjustments** | If you have a disability or long-term illness that may prevent you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.  **Tel: 03456 053 000 Email:** [**recruitment@suffolk.gov.uk**](mailto:recruitment@suffolk.gov.uk) |
| **Parental Leave** | We are happy for you to apply if you are pregnant, on maternity leave, or another kind of long-term parental leave.  If you are the best person, we will wait for you and appoint someone else on a temporary basis if needed. |

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| We offer a fantastic working environment including diverse and active staff networks,  great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents. Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more. |