

# FEL



## Job Description

### **Project Officer – Community**

**Reports to:** Project Coordinator

**Salary:** £28,062

**Hours:** 35 hours per week

#### **Fixed term**

**Contract:** to March 2025, with likely extension subject to funding.

**Location:** Hybrid: in-person delivery in Falkirk & Stirling, in FEL offices in Stirling, with the option to work from home.

### **Organisational Overview:**

We're experts in helping communities live more sustainably – making social and environmental change happen, project by project, so people and our planet can thrive.

We believe powerful change can be simple to make; small steps everyone can take to make their own lives better can help our world towards a healthier, more sustainable future too.

We support that change to happen, project by project. Each one we run focuses on the things that matter to those they support across our core themes of Climate, Travel, and Food.

But we never tell anyone what to do. We meet people where they're at. We show communities what's possible. We help them figure out what works best for them. And we give them the skills and confidence they need to make good things happen.

That's how we're changing our world for the better, project by project. It's how we help people, communities and our planet thrive.

If this sounds like you – and you like the sound of us – then please apply: email us your CV and in a word document explain why you'd like to work for us and what you can bring to the role (500 words max).

We'll need your application by **18<sup>th</sup> August at midnight**. We will be aiming to have interviews on the 26<sup>th</sup> of August.



Before then, if you'd like to chat about the role or how your skills and experience might fit, then do get in touch: email [ryan@felscotland.org](mailto:ryan@felscotland.org) to arrange a time to talk.

FEL is an Equal Opportunities Employer and a Registered Charity. We promote equality, diversity and inclusion in our workplace and actively encourage applicants from all backgrounds to apply for vacancies.

### **Job Purpose:**

Working as part of the FEL Scotland team, you will work with our newly established community hubs based in Falkirk. This exciting new role will expand FEL's growing network of grass roots community hubs and organisations.

You will work closely with community hub staff and volunteers to deliver a programme of activities with the aim of increasing everyday cycling, walking and wheeling journeys within the community and to support social and environmental change at a community level by upskilling individuals through our bike repair school and Active Travel projects.

You will be an ambassador for Active Travel. You will have the freedom adapt FEL's existing educational programmes and community outreach activities to best engage with, encourage and support the individuals you work with to consider more environmentally friendly and physically active modes of transport. This will include delivering led rides and walks, pop-up events, competitions and bike repair workshops.

You will become part of a committed and enthusiastic team and will enjoy the benefits of joining a flexible, adaptable and ambitious workplace that puts people at the heart of everything we do.

**Location:** Working with our community partner hubs in Falkirk, but with some working from home, and visits to FEL Scotland's other premises in Stirling and community hubs across the Forth Valley

## **DUTIES AND RESPONSIBILITIES**

### **Specialist Activity**

- Support, inform and signpost Active Travel activities and facilities.
- Develop and deliver new Active Travel and health & wellbeing outreach activities and programmes e.g. Step Count Challenge, bicycle mechanics programme and promotional campaigns.
- Help promote healthier and more active lifestyles.
- Promote FEL's cycling, walking and wheeling work and activities to staff and volunteers and help identify Active Travel opportunities in and around the community.
- Deliver cycling skills training and other led rides and walks.



- Identify and promote local safe routes to encourage cycling, walking and wheeling to destinations within the community.
- Work closely with FEL's Active Travel team to provide consistent sustainable travel related information and advice.
- Work with school-based officers from the FEL team to deliver a cohesive outreach programme for the community hubs and their catchment area.
- Be responsible for data collection and monitoring and evaluation whilst sharing learning and best practice.
- Provide support and advice to individuals about cycling and walking resources including phone apps and route mapping software.
- Participate in local events and partnership events to promote FEL's wider Active Travel and climate action agenda.
- Be innovative and able to develop wider initiatives that complement FEL's climate action agenda
- Support funding applications in support of programme delivery.
- Develop new partnerships with local, regional and national stakeholders which ensure the community is constantly able to respond to new opportunities, with a focus on Active Travel, climate action and upskilling.

### **Core Activity**

- Work in partnership with other initiatives within the local community groups to promote and increase climate action, key themes include Active Travel, food and growing, sharing economy.
- Participate in local events and partnership events to promote FEL's wider Active Travel agenda.
- Contribute to the development and upkeep of FEL physical spaces, websites, events diaries, blogs and monthly mail outs.
- To work closely with FEL's other programmes and initiatives.
- Carry out other duties which may reasonably be required in light of the main purpose of the job.
- Be the public face of FEL across a variety of platforms (including face to face and digital).

### **QUALIFICATIONS**

#### **Essential**

- Relevant school qualifications or equivalent work experiences.

#### **Desirable**

- Cycling Scotland Cycle Trainer qualified
- Cycle Ride Leader qualified
- Velotech or Cytech cycle maintenance qualification
- Walk Leader
- Outdoor First Aid



- Full manual UK drivers' licence

## **KNOWLEDGE AND SKILLS**

### **Essential**

- Experience in a public facing role, building and maintaining relationships
- Passion for and knowledge of cycling, walking and all forms of Active Travel
- Passion for environmental and community-based action
- Proven ability to deliver outreach to individuals and groups and build relationships and partnerships
- Excellent verbal and written communication skills
- Excellent organisational skills
- Ability to work independently, as part of a small team and remotely
- Ability to deliver outcomes within timeframes
- Ability to work with children and/or protected adults
- Experience of reporting and monitoring impact of delivery

### **Desirable**

- Ability to lead cycle rides and guided walks and ideally possess Cycling Scotland Ride Leader and Cycle Trainer qualifications
- Awareness of Falkirk Council's Active Travel strategy and Transport Scotland's Active Travel Framework