



Job Description

Project Officer – Schools Link (Part-Time)

Reports to: Active Travel Schools Coordinator

Salary: £26,726 FTE (pro rata)

Hours: Part Time (28 hours per week)

Fixed term

Contract: to 30 June 2025.

Location: Hybrid working between home and FEL Scotland's head office in Stirling.

Organisational Overview:

Interested in joining us? Fantastic!

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.

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 **Sunday the 28th of July**. We will be aiming to have interviews on the week beginning the 8th 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 jodie@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 FEL's Schools team, the Active Travel Hub Schools Link Officer will play a key role in delivering FEL Scotland's schools active travel programme this year. This exciting position will target support where it is most needed within each school community, helping to promote sustainable travel and community engagement.

You will act as one of the primary points of contact between FEL Active Travel School Hubs and FEL Scotland staff, establishing and nurturing relationships with key stakeholders including school administrators, teachers, community groups, and local authorities. This role requires a proactive individual with excellent communication and organisational skills to ensure that all our sessions run smoothly and efficiently.

KEY RESPONSIBILITIES:

Stakeholder Management:

- Act as one of the primary points of contact between schools and FEL Scotland staff.
- Establish and nurture relationships with key stakeholders including school administrators, teachers, community groups, and local authorities.

Consistent and Coordinated Communication & Logistics:

- Work with the Schools Coordinator to maintain clear, consistent, and coordinated communication between schools and FEL Scotland staff, including meetings and delivery.
- Address any communication gaps or issues promptly to maintain smooth operations.
- Maintain records of communication and schedules to ensure this information is up-to-date and accessible.
- Provide logistical support to the Active Travel team, streamlining processes and procedures where applicable for both schools and the Community ebike Library rental.
- Working with FEL Communications Officer, distribute newsletters, reports, and updates to keep stakeholders informed about upcoming events and progress.

Staff Support:

- Ensure all logistical aspects of events and delivery are managed efficiently (e.g., venue booking).



- Coordinate and support FEL school staff schedules to ensure all sessions have adequate staff for delivery.
- Work with FEL community officers to assist with the coordination of the Bike Buddies programme including liaising with feeder primary schools to confirm dates for delivery and pupil numbers.
- Assist with the running of the FEL Scotland Bike Library including liaising with service users, and helping with enquiries

This role will support FEL's mission to increase everyday cycling, walking, and wheeling journeys. 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

KNOWLEDGE AND SKILLS

Essential:

- Demonstrable experience of supporting the smooth running of a team or project with varied delivery and stakeholders.
- Excellent communication and interpersonal skills.
- Strong organisational and time management skills.
- Ability to work independently and as part of a team.
- Passion for promoting walking, wheeling and cycling.
- Proficiency in MS Office and other relevant software.

Desirable:

- A degree or equivalent work experience in education, logistics, administration, communication, event management, or a related field.
- Experience working in or with schools.
- Knowledge of active travel and sustainability initiatives.
- Familiarity with the Forth Valley region and its educational landscape.
- Full UK driver's license

Working Conditions:

- Flexible working hours to accommodate school schedules during the week.



- Potential travel within the region to visit schools and attend events.

Application Process: To 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) to info@felscotland.org.

The closing date for applications is 28th July.