

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Active Travel Officer

**Reporting to: Community Development & Health Programme
Manager**

Work pattern: 25 hours per week

**Contract is fixed term until 31st March 2027, in the first instance,
with ambitions for future funding**

**Based Newhaven, with travel to other delivery and outreach
locations in Lewes District**

**Salary range: £26,232 - £31,349 per annum pro rata, dependent on
skills and experience (with upper levels awarded for exceptional or
highly experienced candidates)**



The Organisation

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, and cultural and community needs, and particularly addressing the needs of people with complex challenges in the community.

SCDA now runs a range of projects and services aimed at supporting community involvement across East Sussex. Funding has been secured from a range of sources including Lottery Community Fund and charitable trusts as well as contracts to deliver services and run projects across East Sussex, including from the DWP, ESCC & Home Office.

To support its core activities SCDA also runs a number of Social Enterprises. These include Denton Island Nursery, rated as 'Good' by Ofsted, and two charity retail shops.

For further reading and information regarding SCDA's Vision please visit:

<https://sussexcommunity.org.uk/wp-content/uploads/2023/03/Our-Vision.pdf>

There are 12 main service areas grouped under 3 broad headings:

Employability – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work.

Community Advice & Wellbeing – delivering a variety of services aimed at promoting inclusion for people from culturally diverse communities; facilitating work into tackling loneliness & social isolation; offering mental health support via a range of counselling services, support for those bereaved by or at risk of suicide, and offering access to a range of specialist advice provision through partners.

Community Development & Health – including Youth activity provision locally; delivering a range of services around emergency and community food & food security; green and open spaces; promoting physical activity and mental health; raising the profile of communities in which we work through regular community events; offering Family Learning and Inclusion activities for parents and carers of Under 5's.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the complex challenges experienced by many people within in the community, and helping make a difference.

The context of the job

The organisation currently employs approximately 70 people and delivers it's services, activities and projects across East Sussex. One of SCDA's Core Values is teamwork & supporting colleagues and we therefore expect all members of staff to demonstrate flexibility within their specified job role, and offer support to other team members as and when required.

The MoveAbility Project & Job Purpose

The focus for the role will be to enable walking, wheeling and cycling for disabled people in the Havens - involving them directly in the decision making and co-design of the programme to ensure that it meets the needs of the community.

MoveAbility is a partnership project between SCDA and Walk, Wheel, Cycle Trust, (previously known as Sustrans), funded by the Motability Foundation. Launched in April 2024, the project is now well into its second year, with dedicated staff members from both organisations, working together, leading its development.

To date, the team has established a diverse library of over 45 cycles and delivered an inclusive programme of walking, wheeling, and cycling activities. These have included try-a-cycle events, learn-to-ride sessions, led walks & rides, trishaw experiences, and seasonal campaigns such as *Moving Gently into Autumn*.

Through strong partnerships and consistent community presence, particularly at The Big Park in Peacehaven and other local hubs, the project has built trusted relationships with disabled people and their support networks. Co-design is central to the approach, ensuring that activities are shaped by lived experience and local insight.

Internally, the Active Travel Officer will report to the Community Development & Health Programme Manager and sit within the Active Travel project area overall.

SCDA is seeking a dynamic individual to help drive the MoveAbility project forward - continuing to meet the active travel needs and ambitions of local disabled people through co-designed activities, expanding volunteer involvement, sharing suggested accessible routes, and exploring cycle hire options to enhance access and independence.

The Active Travel Officer will have the opportunity to engage with people with a diverse range of disabilities and long-term health conditions, and encourage them to bring their lived experience and expertise to help shape the project, future provision and local infrastructure.

Working out of premises in Newhaven there is an expectation that there will be travel within the Lewes District to SCDA and partner outreach locations.

With responsibility for contributing to the development of future funding, the post holder will also design, deliver, evaluate and report to funders and partners with regard to activities and services.

There is a requirement to work some evenings and weekends to meet service user and community needs, and to deliver community interest events. Additional remuneration is not applicable, as time off in lieu may be granted in accordance with the policy, or preferably work pattern flexed by agreement in the week before or after such events occur.

Main Tasks

- Work with partners and disabled community members to make full use of the existing adapted cycle library, ensuring it meets local needs and supporting the development of a short-term hire scheme to improve access and independence.
- Recruit a cohort of volunteers, provide training and support for them to run and support with regular activities.
- Continue to engage with the local community to develop a timetable of inclusive walking, wheeling & cycling activities that respond to their evolving needs.
- Deliver regular walking, wheeling and cycling activities.

- Produce route audits, involving local disabled people and other partners.
- Create accessible “Suggested routes” and share with the local community to support and enable more active travel in the community.
- Work with Walk Wheel Cycle Trust (previously known as Sustrans) and others to continue to improve facilities at the hub for drop-in sessions for use by the local community
- Collect feedback and monitoring data as required, report back to partners and funders and produce an end of project report outlining outcomes and outputs
- Contribute towards raising the profile of SCDA by representing the charity at meetings, activities and events, as required, and supporting and complying with the charity’s and funder’s guidance on branding, tone of voice and key messages.
- Providing case studies and good news stories and information for Walk Wheel Cycle Trust, SCDA and Local Authority publications and social media to celebrate success and share best practice.
- Build community capacity through developing volunteer engagement, training and input to the sustainability of activities.
- Ensure all venues and events are fully risk assessed and make regular updates to stored documents and with HR.

Supervisory:

- Attend monthly project team meetings as required and participate in regular team meetings in programme area.
- Regularly ‘check in’ with volunteers and encourage progression.
- Attend staff team meetings to increase motivation, loyalty and job satisfaction and to encourage a strong team spirit.
- Ensure all internal HR processes, such as annual leave, sickness and TOIL are followed correctly in respect of self and team.

Specific Tasks in relation to the role:

- Recruit, train and support Volunteers from the local community to support activities
- Ensure appropriate risk assessment planning and risk mitigation processes are in place, and include use of the Sidings container in Newhaven and bicycle use in general.
- Take responsibility for the upkeep of the Sidings container, ensuring it remains safe and functional, and coordinate with the local mechanic to arrange timely repairs and maintenance of cycles when needed, and SCDA’s Facilities & Premises Coordinator (regarding RA’s)
- Ensure that comprehensive and accessible information about activities and events are available to all local people and community groups in the area
- Engage with local stakeholder groups and partners through individual contact and forums

Any other duties deemed necessary to provide a quality service including:

- Meet regularly with the line manager for supervision and to ensure services, events and activities are being delivered in line with SCDA requirements, funding specifications and targets.
- Attend SCDA training and team meetings or all staff events as required.
- Ensure that all requirements outlined in the Sussex Community Development Association HR procedures and policies are personally adhered to.
- Be familiar with and conform to responsibilities under Data Protection Law.
- Be familiar with and conform to responsibilities under the Health and Safety at Work Act in relation to service users, colleagues, self and others.

EQUAL OPPORTUNITIES

Sussex Community Development Association is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

HEALTH AND SAFETY

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SCDA health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.

Signed by post holder:..... Dated:.....

Person Specification

Specific experience required
Experience of working independently and collaboratively with partners, volunteers, and stakeholders in a community setting
Experience of planning and delivering inclusive physical activity or other behaviour change projects
Experience of partnership working within a community-based or environmental project
Experience of leading group workshops in outdoor spaces and event planning
Experience of recruiting, supporting and directing volunteers
Desirable experience
Experience of delivering walking, wheeling and cycling activities
Experience of bike maintenance or mechanical skills
Skills and Abilities
Experience and enjoyment of working in a small & collaborative team
Clear report writing skills, and able to do basic data analysis as well as report on qualitative feedback

Ability to communicate with and present to different audiences (employers, employees, children, local authority staff) and help influence decision making
Ability to adapt and be solutions-driven
Ability to motivate and enthuse others
Ability to work independently and plan and prioritise own workload
Ability to use Microsoft packages such as Word, Excel and Powerpoint
Specific knowledge required
Knowledge of the local area
Understanding of the benefits of active and sustainable travel
Understanding of some of the current barriers to active travel for people with long term health conditions or disability
Basic understanding of safeguarding
Desirable skills
Driving licence and the willingness to drive our company van to transport bikes where necessary