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Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/sustainable-transport-assistant>

## Sustainable Transport Assistant

### Description

This role will assist the transport planning team in the promotion and delivery of Active Travel schemes and residential travel plans. The assistant will be the 'face' of Swindon Travel Choices and will represent the project in a positive and professional manner. They will advise, converse and encourage people to take part in various schemes and/or change their travel behaviour.

The project will be engaging residents as we recover from the pandemic and grow the cycling and walking infrastructure in the borough. The assistant role will be expected to set up and run events, roadshows and engage in one-to-one conversations to more closely discuss individuals' travel needs and options, and organise and distribute tailored travel advice and training/ incentives, as required.

Supporting duties could include delivering information and promotional materials to businesses and households, inputting survey data, conducting surveys and counts, undertaking admin tasks and updating social media feeds and website information.

The role will also assist with preparing marketing materials for residents, such as brochures, magazines and leaflets.

**The role may include early mornings, evenings and some Saturdays and/or Sundays.**

### Responsibilities

#### Supplementary Accountabilities

- To undertake admin tasks as required by the transport planning team.
- To deputise for the Travel Plan Officer.

### Qualifications

#### Knowledge & Experience

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Excellent written and verbal communication
- Customer service skills with the general public
- Ability to influence behaviour and show support for the project through various promotional tasks and conversations.
- Previous experience in a marketing or promotional role
- Reasonably thorough understanding of travel options in local context; local bus routes and operators, local cycle network, local leisure spots etc.
- Computer literate (Word, Excel, Outlook).
- Knowledge of web technology and social media such as WordPress, Facebook and Twitter an advantage
- Ability to converse knowledgeably on transport issues with professional people in an office environment.

### Date posted

5 March 2024

### Reference

CR1214209

### Base Salary

£ 11.65

### Job Location

Swindon, Wiltshire

### Working Hours

9 to 5 with some flexibility required.

### Beginning of employment

Tuesday, 2nd April 2024

### Duration of employment

6 months

### Employment Type

Full-time, Temporary

### **Qualifications**

- Educated to GCSE level

### **Decision Making**

- On the spot decisions about which tools/incentives to offer people and the most appropriate advice to provide, based on individual behaviours faced during conversations.
- Decisions are taken on a daily basis around workload planning

### **Creativity and Innovation**

- An important element of the job is selecting and using appropriate delivery methods to influence travel behaviour towards sustainable modes. This requires flexibility and often innovative thinking rather than the simple application of guidance or standards. For maximum likelihood for success, travel initiatives must be tailored to the individual.
- This role requires a dynamic and creative approach to problem solving and excellent communication and interpersonal skills.

### **Contacts**



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