

Assistant Sustainability and Climate Change Engagement Officer – Active Travel

Department: IHE

Division: Natural Environment

Reports to: Sustainability and Climate Change Manager

JE Reference: IHE1139

Grade: CS08 **JE Date:** 31/10/2022

Job purpose

Help to develop and deliver a range of initiatives and run specific projects / work streams to help provide education programmes to enhance environmental awareness and behaviour change with regards to active travel. This includes providing comprehensive and effective administrative and project management for campaigns and initiatives delivered and for working with stakeholders.

Job specific outcomes

Assist on the development and implementation of specific education and awareness work streams – as determined by the Sustainability and Climate Change Manager- related to work to tackle the climate emergency focusing on active travel initiatives, campaigns and other activations. Manage discrete projects and/or workstreams of specific programmes.

Encouraging fundamental behavioural change within Government departments, schools, businesses and the community to raise awareness of the importance of active travel and other key factors that affect Island life and require new sustainable ways of travelling. Report the progress of the campaigns to the Sustainability and Climate Change Engagement Manager, and the Sustainable Transport Board. Ensure that project delivery is consistent with Government strategic aims and environmental policies including the Carbon Neutral Roadmap and the Sustainable Transport Policy.

Administer the campaigns and initiatives applicable to the allocated projects. Administer training and learning opportunities, including setting up events and activities, for a range of stakeholders such as members of the eco active business network. Assist with supporting and enabling stakeholders from the business and wider public community to sign up and demonstrate their commitment to active travel for the benefit of the Island society.

Support the delivery of Government education and awareness campaigns and initiatives concerned with transport, with a focus on active travel working closely with cross Government teams regarding campaign design, promotion and event management ensuring consistency of messaging and alignment with Government policies and awareness strategy. Including supporting community events.

Work with the Communications Unit and Head of Comms and other Government of Jersey departments to deliver effective campaigns including design of materials and reports to more effectively communicate with stakeholders both internal and external. Create technical content

for media campaigns and web applications and for media releases, including key messages. Liaise with other internal and external stakeholders for the creation and distribution of promotional materials to support the successful delivery of active travel education and outreach campaigns. Develop and deliver communications plans and strategies.

Manage internal processes and workflows, including procurement processes; initiate ordering of goods, review order requisitions and liaise with external providers to ensure goods and services are ordered and delivered on time and budget, thereby improving value for money and compliance with departmental and government policies and procedures. Monitor spending to ensure that active travel education and outreach campaigns are run within defined budget allocations, notifying any inconsistencies or cost pressures to Senior Management to ensure that any issues are addressed and the awareness programmes are delivered successfully.

Act as the first point of contact for queries and contacts from the public, dealing with communications in a professional and calm manner, and ensuring communications are forwarded to the most appropriate individual or team in a timely manner. Produce and co-ordinate responses to complaints, comments and questions from interested parties, pressure groups, professional bodies and members of the public. These activities will contribute to the department's responsiveness and so enhance government transparency.

The post will include working with children and potentially also with vulnerable people.

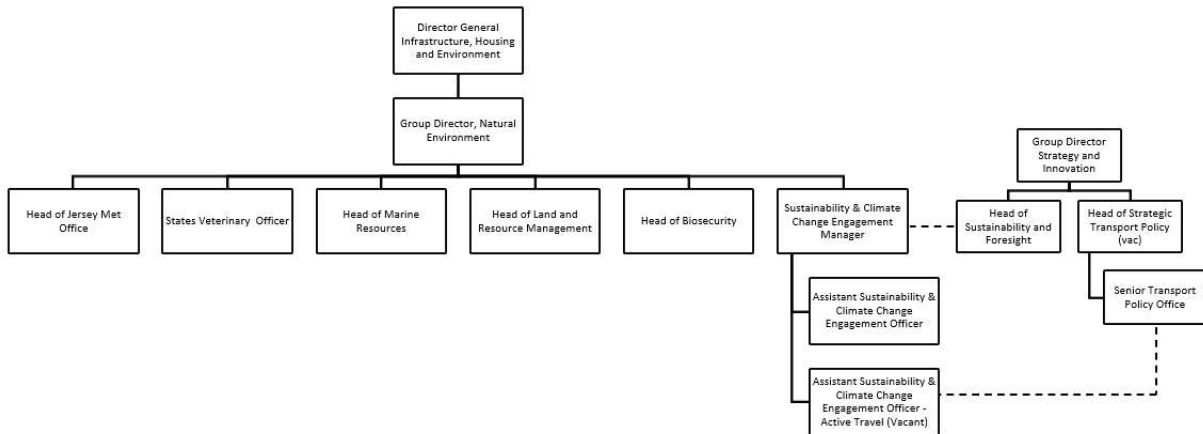
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart

Insert an organisation chart showing this role and its line managers and reports (individual names must not be included only post titles)

<https://soj/Employees/DepartmentsUnderConsultation/Pages/GrowthHousingEnvironment.aspx>



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>Degree qualification or equivalent gained by substantial practical experience in a relevant specialism (e.g. Environmental Studies, Sustainability Management, etc.)</p>	<p>Project management</p>
<p>Knowledge This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a</p>	<p>Environmental issues on a local, national and international scale</p>	<p>Understanding of the challenges that face Jersey for the future.</p>

<p><i>defined system, practice, method or procedure).</i></p>	<p>Understanding of the importance of partnership working.</p>	<p>Knowledge of active travel and associated benefits, barriers to etc</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate Highly organised Project planning skills Ability to communicate confidently Administration skills Ability to cycle (or use an adapted bicycle)</p>	<p>Driving licence (Group B) Ability to operate the Microsoft Office package eg word, excel, PowerPoint, Outlook. Web editing basic design techniques including knowledge of Canva and Adobe A basic understanding of the political system</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Good writing skills; ability to create documents and communications materials. Attention to detail. Good relationship building skills Project administration skills, ability to organise multiple work requests and deliver to tight timescales. Ability to work with limited supervision.</p>	<p>Ability to present effectively, both verbally and in writing</p>
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of working in a team facing multiple priorities and regular deadlines. Experience of working with a range of stakeholders. Working within environmental education or informal behaviour change</p>	<p>Experience in supporting the implementation of environmental campaigns Experience of creating social media content</p>

<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Ability to communicate using simple language to a variety of audiences.</p>	<p>Enhanced DBS check as may work with vulnerable Islanders and children.</p>
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Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.