

## LOW CARBON OXFORD NORTH

### On behalf of the Coalition for Healthy Streets and Active Travel

#### Project manager, Healthy Streets and Active Travel Low Carbon Hub Community Grants Fund

The Coalition for Healthy Streets and Active Travel (CoHSAT) is a group of voluntary organisations with an interest in creating a better street environment and improved air quality in Oxford and Oxfordshire. The members of the Coalition are working together to bring about a transformation in how people travel around, reducing private car use and increase walking, cycling and public transport. See [here](#) for more information about CoHSAT. We have secured a grant from the Low Carbon Hub to undertake several Healthy Streets and Active Travel projects to help influence policy makers, and we are looking for an experienced project manager to co-ordinate five strands of activity over the coming year. Low Carbon Oxford North is the grant holder. The full grant proposal will be made available on request.

#### The opportunity

This is a fixed-term project for nine months. The aim of the project is to undertake activities that support the reduction of car use and thus carbon emissions and air pollution. The project leader will work as an independent contractor accountable to the co-chairs of CoHSAT, Brenda Boardman and Alison Hill. He/she will be supported by volunteers and supporters. There are five separate but interrelated projects which will require project management, and also a public event at the end of the year that the project manager will help to organise.

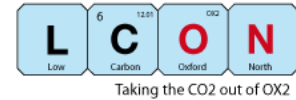
#### Description of the work

Project managing the five projects defined through the grant application for the Low Carbon Hub Community Grants Fund. These are:

- Activity 1: Reducing the use of white vans in New Inn Hall Street
- Activity 2: Car-free Broad Street
- Activity 3: Active travel and schools
- Activity 4: Healthy streets surveys in Florence Park and Headington Quarry
- Activity 5: Parking at the University of Oxford Colleges

#### Project management

- Working with the leads for each of the five projects, collate existing activity plans to create detailed project plans for each of the projects to ensure that they keep on track and that there is no conflict between the delivery timetables of each project.
- Support the management and implementation of each of the projects in accordance with their different timescales.
- Work with the project leads to report at key milestones and at the end of the projects.



### **Communications**

- Design and produce communication and publicity materials for the target communities and other stakeholders, as required by each of the activities.
- Update the CoHSAT webpage on a regular basis to ensure that stakeholders are updated and aware of progress.

### **Survey development and delivery**

- Support the leads of the projects in developing and piloting survey questionnaires.
- Work with volunteers to help train them in the use of the survey.
- Undertake the analysis of the surveys if possible, or seek others who can undertake analysis.

### **Stakeholder and community engagement**

- Either lead or support engagement and development of relations with stakeholders involved in this project who can help achieve the goals of each project.
- Either lead or support engagement and development of residents who will be involved in the projects as participants or volunteers.
- Organise small community events and special events as required and as time permits.

### **Desirable experience**

- An understanding of and commitment to sustainable transport
- Experience as a project manager
- Experience of developing and delivering surveys

### **Basis of contract**

Approximately a half day each week for 9 months (but likely to be some weeks where there will be more intense activity). The contract ends on 31 March 2020. We have a budget of approximately £2,000 for the project, plus funding for activities. The role will be undertaken on a contractor basis, with payment based on agreed project deliverables. The exact details are subject to negotiation. Payments will be made by invoice on the achievement of agreed milestones.

### **Next steps**

If you are interested in discussing this opportunity, please send us a brief cv and a short proposal indicating why you are interested in this project, how you would approach the work and your proposed fees. This should be sent to Brenda Boardman ([Brenda.Boardman@ouce.ox.ac.uk](mailto:Brenda.Boardman@ouce.ox.ac.uk)) by 28 May 2019. Interviews will be held in the week commencing 3 June. Please indicate your availability in this week and when you would expect to start work if appointed.