

Programme Manager

Active Travel

Newport International Sports Village
Geraint Thomas National Velodrome of Wales

1 x Full Time post
37 hours per week

£30,236 - £33,915 per annum
(Grade 7 - SCP 29-33)
plus benefits

Newport Live is an award winning not for profit sport, leisure, and cultural trust; and registered UK Charity with an excellent track record of delivering innovative programmes and services to our communities and residents that *'inspire people to be happier and healthier'*.

The Active Travel (Wales) Act 2013 was introduced to assist the Welsh Government vision in shorter distance travel throughout local communities being led by cycling and walking, for a healthier, more sustainable Wales. To encourage Active Travel across Newport, we are hiring a brand new, dedicated team to lead this behaviour change initiative, based at the Velodrome but working across the City across Newport Live sites and other community locations.

Our Programme Manager will be responsible for the implementation and delivery of the Active Travel initiative across Newport, and be instrumental as an Active Travel Ambassador in leading a team that delivers inspirational health and travel focussed behaviour opportunities.

You will support and encourage workplaces, education and community settings to travel actively, be cycle friendly, and increase the number of walking and cycling commuters in Newport and the surrounding areas, and be responsible for monitoring key performance indicators, budgets, financial planning and associating expenditure of programme costs, including reporting to partners.

You should have the drive and passion for working in a sporting and leisure environment, and demonstrate our core values of Care, Passion, Teamwork, Inspiration, Innovation, and Inclusivity

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

For an informal discussion about the post please contact Newport Live enquiries on 01633 656757 and ask to speak with Richard Dale, or email richard.dale@newportlive.co.uk

Application Process

You can download an application form and job description via the Newport LIVE website www.newportlive.co.uk or they are available via e-mail request from jobs@newportlive.co.uk

Please return the completed application forms to jobs@newportlive.co.uk

Closing date for applications: Sunday 16 April 2023

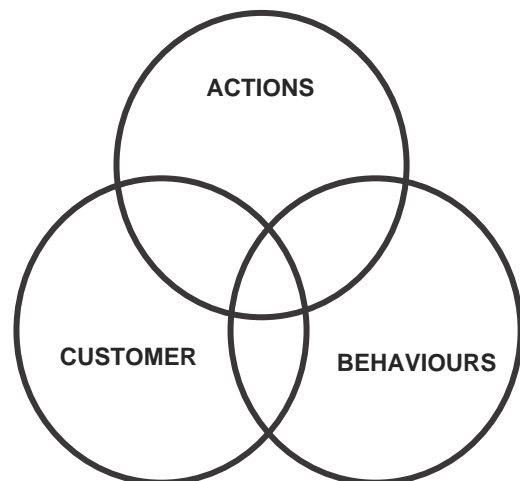
JOB DESCRIPTION

POST:	ACTIVE TRAVEL PROGRAMME MANAGER
	To lead the implementation and delivery of the Active Travel Initiative across Newport delivering behaviour change programmes and interventions. You will be instrumental in leading a team that creates and delivers inspirational health and travel focused behaviour change opportunities.
RESPONSIBLE TO:	Head of Business Development
SALARY:	Grade 7 – SCP 29 – 33 – Pending Total Reward
KEY RELATIONSHIPS:	Newport based businesses, Newport Live internal departments, Newport City Council, Transport for Wales together with partners, stakeholders and City residents.
BASE LOCATION:	Geraint Thomas National Velodrome of Wales and all other Newport Live venues.
MANAGEMENT RESPONSIBILITY:	Active Travel Engagement Officer and Social Prescription Advisor

I will be successful in my role when:

- All my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier.

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

OPERATIONAL RESPONSIBILITIES:

- 1** To work strategically to develop Active Travel initiatives across the city of Newport, leading the development of active travel strategies, development plans and project delivery processes.
- 2** To proactively engage local businesses to encourage employee behaviour change in relation to adopting Active Travel commuting options.
- 3** To manage the Active Travel programme resources including people, equipment, vehicles, digital and consumable resources.
- 4** Operationally lead on the engagement, implementation and delivery of employer workshops and events, highlighting the benefits of active travel and opportunities available to the business and its employees.
- 5** Operationally lead on the capture of data, evidence, and progressions of participants for the reporting of behaviour change alongside Newport City Council, Transport for Wales, supporting the outcomes, of aims and objectives of the Burns Delivery Unit.
- 6** To be responsible for using Newport Live digital software solutions to maximise participant engagement, retention, develop new initiatives, monitor and evaluate programme delivery including the use of data, case studies, reports and press releases.
- 7** To support and encourage workplaces, education and community settings to travel actively, be cycle friendly and increase the number of cycle and walking commuters in Newport and the surrounding area.
- 8** To identify and establish locations in communities for training and initiatives including Learn to Ride and Learn to Maintain bikes sessions and information on where to cycle, targeting target non-cyclists and help overcome barriers to participation and delivery.
- 9** To identify volunteers to support the establishment of community and citywide programme of walking and cycling.
- 10** To work with partners and the Newport Live Marketing team using social and digital media to promote the Active Travel programme and benefits to local business and residents.
- 11** To work closely with local partners, stakeholders, projects and programmes that can support and add value to achieving city wide behaviour change in Active Travel.
- 12** To be responsible for the monitoring of key performance indicators, budgets, financial planning, and associated expenditure of programme costs. To report on financial performance of the programme, including the creation of reports for partners on quarterly and annual basis.
- 13** Ensure all programme delivery upholds best practise including, GDPR, Safeguarding and Health and Safety policies and plans.
- 14** To be responsible for using Newport Live digital software and data capture solutions to maximise participant engagement and monitor Active Travel behaviour change trends.
- 15** To be able to deliver training and participation programmes within businesses, community, education and Newport Live facilities.

- 16** To proactively seek funding, sponsorship, and partnership opportunities to support the long-term sustainability of the programme.
- 17** To be a role model and ambassador for Newport Live with an adaptable proactive approach, creating an environment in which you champion professionalism, honesty and integrity as you interact with your team, the wider organisation, stakeholders and customers.

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

ACTIVE TRAVEL PROGRAMME MANAGER– PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<p>1.1 Degree level qualification or 3 years experience in Behaviour Change, Health and Wellbeing or related environment (A, C)</p> <p>1.2 Evidence of ongoing personal and professional development activities during career to date (A).</p>	<p>1.3 1st4Sport Level 2 Award in Instructing Cycle Training (A, C)</p> <p>1.4 British Cycling Level 1 Award in Coaching Cycling (A, C)</p> <p>1.5 Walk Leaders Training (A, C)</p>
Knowledge, Skills & Competencies	<p>2.1 Understand the wider determinants of Active Travel, and the impact of physical and environmental wellbeing (A, I)</p> <p>2.2 Understanding of the principles of:</p> <ul style="list-style-type: none"> - Active Travel - Health improvement initiatives - Physical activity development programmes - Socially inclusive programmes - Behaviour change processes (A, I) <p>2.3 The capability to promote a new concept or opportunity to individuals and groups of people (A, I)</p> <p>2.4 Ability to establish and maintain excellent internal and external relationships (I)</p> <p>2.5 Successful management and utilisation of monitoring and evaluation / administration procedures and systems required to coordinate and lead projects (A, I)</p>	<p>2.6 Ability to demonstrate an excellent understanding and application of Health and Safety management within the cycling environment. (A, I)</p> <p>2.7 Ability to communicate in Welsh (A)</p> <p>2.8 Able to successfully motivate and manage a team and volunteers. (A, I)</p>
Experience	<p>3.1 Minimum of two years' experience working in within behaviour change programme (A,I)</p> <p>3.2 Minimum of two years' experience of working with community-based organisations, social enterprises, the voluntary sector or public sector (A,I)</p> <p>3.3 Experience of managing projects, budgets, resources and people (A/I)</p> <p>3.4 Experience of working in partnership to deliver shared outcomes and goals (A/I)</p> <p>3.5 Experience of successful programme and event management (A/I)</p>	<p>3.6 Experience of recruiting, training and developing colleagues and volunteers (A/I)</p> <p>3.7 Experience of working with digital solutions and or business/ intelligence systems (A,I)</p>

Personal Attributes	<p>4.1 To be collaborative and able to lead and manage a team (A,I)</p> <p>4.2 A driven individual, capable of leading and coaching to develop and inspire (A,I)</p> <p>4.3 Excellent verbal, written and interpersonal skills (A,I)</p> <p>4.4 Ability to achieve deadlines (A,I)</p> <p>4.5 The ability to work flexibility including early mornings, evenings and weekends on a regular basis (A)</p> <p>4.6 Excellent planning and organisational skills (I/P)</p> <p>4.7 Ability to communicate with people in a way that puts them at ease, applies empathy, understanding and support (A/ I)</p>	<p>4.8 Good understanding of the benefits of cycling and walking for everyday journeys, leisure and wellbeing)</p> <p>4.9 To be a champion of Active Travel (A,I)</p>
Other	<p>5.1 Full UK Driving Licence (A,I)</p> <p>5.2 Ability to travel extensively across the city of Newport (A,I)</p> <p>5.3 Be able to work varying shift patterns to include early mornings, evenings, and weekends (A,I)</p>	

Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre