

JOB DESCRIPTION

Job Title	Active Travel Lead
Job Reference Number	YT2611
Closing Date	Sunday 15 March 2026
Interview Date	Tuesday 24 March 2026
Location	Hybrid Working – Rochdale Boroughwide and Home
Pay Band	Band 5, £33,604 - £37,812 per annum (pro-rate for part time)
Hours of Work	30 hours per week
Accountable To	Head of Active Health & Wellbeing
Accountable For	Coaches – Active Travel and Volunteers
Special Conditions	<p>The post-holder is expected to be flexible to ensure that the needs of the business are met at all times and evening, weekend and Bank Holiday working will be required as directed by the service. All positions are subject to a DBS Check appropriate to the role.</p> <p>Fixed Term Contract until March 2027</p>

1. PURPOSE OF THE JOB

The purpose of the job is to lead a professional, efficient and high quality Active Travel Programme across the Borough and for the Community. This includes being the Lead for the Active Travel Programme, line managing a delivery team of Coaches, Facilitators and Volunteers as well as leading on developing and improving the Active Travel offer across the Borough through linking with Your Trust Teams and community venues, education settings and local authority services to ensure the outcomes of the offer are met.

2. DUTIES AND RESPONSIBILITIES

- a) To lead the Active Travel Programme in the delivery of a quality service for the communities, residents and their families cross the Borough through effective line management of the delivery team including recruitment, rota and annual leave management, performance management and day to day advice and support;
- b) To co-ordinate and manage the Coaches and Volunteers engaged in the delivery of the with the Active Travel Team;
- c) To lead and ensure the Active Travel Team are suitably qualified, trained and experienced to support the delivery of the activities to children and young people;
- d) To develop excellent links with partners and stakeholders including statutory services, youth justice, community safety teams, youth service, schools and voluntary and

community organisations;

- e) To lead on developing and improving the Active Travel Programme across the Borough through working with a wide range of partners and stakeholders to promote knowledge, awareness and cross sector working;
- f) To lead on planning, developing and coordinating enriching and inclusive active travel activities that are delivered in community venues and open spaces by staff, partners and stakeholders;
- g) To lead on developing and improving the delivery of the Active Travel in Your Trust Centres through integration with other Programmes that support the health and wellbeing of children and adults across the Borough;
- h) To ensure the Active Travel Programme supports local community needs and contributes to wider social and health objectives;
- i) To lead on undertaking regular partnership meetings and establishing robust systems for data collection, registration and recording of data and to undertake monitoring and evaluation of services and activities including preparation of reports as required;
- j) To identify, plan and arrange the delivery of appropriate training opportunities for Your Trust Teams and delivery partners and stakeholders;
- k) To lead on advising and auditing of safeguarding policies and procedures to delivery partners and stakeholders;
- l) To raise awareness and provide opportunities for the Communities across the Borough to learn about other activities that promote health and wellbeing for the whole family that are available to them through the wider Your Trust Teams and Centres;
- m) To lead on linking the Active Travel programmes to other local, regional and national initiatives through a whole system approach;
- n) To support and empower delivery partners to share their views, ambitions and help lead decision making around the Active Travel Agenda and Programme.

3. ADDITIONAL DUTIES

- a) Data Quality - To ensure that Your Trust policy and procedures in respect of GDPR and Data Quality are adhered to consistently and at all times in respect of any data collected or used in the planning and delivery of services.
- b) Equality & Diversity - To work in accordance with Your Trust policy and procedures relating to the promotion of equality and diversity and to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services.
- c) Health, Safety and Welfare - To be responsible for the health, safety, and welfare of self and other persons who may be affected by job holder's actions or omissions whilst at

work. Additionally, be responsible for maintaining and implementing the requirements of the Health and Safety at Work Act and for the execution of any duties and responsibilities attached to the job within the company's health and safety policy and procedures. A high standard of personal hygiene and personal presentation is required at all times.

- d) Performance Management - To promote and practice a performance management culture within all facilities and services, including the setting and achieving of team and individual performance targets and the implementation of robust monitoring, evaluation and reporting systems.
- e) Relationships - To promote positive working relationships with all internal and external parties ensuring adherence to the Customer Charter and Staff Code of Conduct.
- f) Training and Development - To participate in any training initiatives in relation to the duties of the post and ensure that personal qualifications are kept valid via attendance on training as provided by the service as reasonably practicable.

PERSON SPECIFICATION

Note to Applicants

The **Essential (E)** criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The **Desirable (D)** criteria are used to help decide between candidates who meet all the Essential criteria.

If the **Identified By** column says **Application Form (A)** you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education. If the column says **Interview (I)** this will be discussed at this stage.

Qualifications and Experience	Essential / Desirable	Identified By
Educated to degree level or equivalent in a relevant subject such as fitness, sport science or a health or environment related subject or qualified by experience	E	A / I
Hold Community Sport Leaders Award, Level 2 NGB Coaching qualifications or exercise or fitness qualification	E	A / I
Proven and successful experience of working in an activity programming environment linked to active travel and/or the climate agenda	E	A / I
Experience of designing, delivering and promoting activity sessions to families, children and young people	E	A / I
Experience of working in partnership with organisations from community, voluntary and statutory services	E	A / I

Qualifications and Experience	Essential / Desirable	Identified By
Experience of leading a Team including effective management of budgets, people, systems and policies within tight financial circumstances and competing priorities	E	A / I
Experience of working with community, voluntary and faith groups	E	A / I
Experience of sourcing and completing successful funding applications	D	A / I
Hold Emergency First Aid at Work Certificate or demonstrate commitment and ability to achieve within 3-6 months	D	A / I
Hold L3 Management qualification or equivalent	D	A / I
Hold Level 2 Certificate in Cycling delivery or demonstrate commitment and ability to achieve within 3-6 months	D	A / I

Skills and Knowledge	Essential / Desirable	Identified By
Proven ability to develop positive relationships with stakeholders, partners and members of the public and effective management of compliments and complaints	E	A / I
Understanding of the barriers to Active Travel experienced by Families, children and young people within a community	E	A / I
Knowledge of how Active Travel combined with sport and physical activity can impact positively on individuals and local communities	E	A / I
Ability to use own initiative and think commercially to support the development of the service	E	A / I
Ability to problem solve and make key decisions under pressure, including prioritising and meeting deadlines	E	A / I
Ability to project manage, co-ordinate and deliver activities and events smoothly and efficiently	E	A / I
Knowledge of performance management, monitoring and evaluation and use of data management systems	E	A / I
Ability to recruit, train, develop, mentor and supervise a team of people including setting targets and motivating staff to achieve	E	A / I
Awareness of Safeguarding Children and Adults	E	A / I
Excellent communication; both oral and written including report writing and excellent interpersonal skills including delivery of presentations	E	A / I
Excellent IT skills (Word, Excel, Outlook)	E	A / I
Excellent time management skills	E	A / I

Special Working Conditions	Essential / Desirable	Identified By
Able to work flexibly including evenings, weekends and Bank Holidays	E	A / I
Demonstrate commitment to Your Trust Values of Excellence, People Focused, Inclusive and Care	E	A / I
High standards of personal presentation and appearance	E	A / I
Full UK driving licence or ability to travel around the Borough	E	A / I

Post Holder Name	
Post Holder Signature	
Date	

Version: May 2024

Completed By: Head of Active Health and Wellbeing