

**TRANSPORT AND LIVEABLE LEEDS  
PROJECT DEVELOPMENT OFFICER  
CANDIDATE INFORMATION**



**CLOSING DATE FOR APPLICATIONS  
18TH JANUARY 2021**

## **The opportunity**

**This is an exciting opportunity for someone who is passionate about sustainable transport to support a number of initiatives that will advance ideas included in Leeds Civic Trust's Transport Vision.**

The main task is to support the delivery of a year-long project **"Imagine an Excellent Bus Service for Leeds"** (project specification included at the end of this document) through which the postholder will be responsible for co-ordinating "competition of ideas" which will explore peoples' experience of bus services in Leeds and ideas for how public transport could be improved to meet their needs.

Other projects you may be involved in will include helping to take forward the outcomes of the recent **Liveable Leeds** competition to re-imagine the Eastside as a place of high-quality public spaces with pedestrian and cycle friendly priorities <https://www.liveable-leeds.org.uk>.

Plans are also being progressed for a second Liveable Leeds competition along the lines of the Eastside project which will explore how the environment of Holbeck can be improved and the area better integrated with the rest of the South Bank, city centre and the Holbeck Urban Village. This project will be launched during the course of 2021.

## **A flexible appointment**

We are seeking to employ someone for at least three days per week (or 21 hours equivalent), but will consider employing someone up to full time depending on the individual circumstances of the appointed candidate.

It is expected that the **Imagine an Excellent Bus Service for Leeds'** project will require 3 days work a week. Other duties supporting the Liveable Leeds competitions and other duties (such as organising webinars) would be included for a full time or near full time position.

**Salary for a full-time post is £23,000 or £15,333 for a three day equivalent post.**

**The post is available immediately on a fixed term basis for one year.**

## About Leeds Civic Trust

We are a charity, established in 1965, which aims to make Leeds a better place for those who live here. We have a particular interest in architecture and design, heritage and transport and facilitate discussion and debate to further our aims. Earlier in 2020 we launched our new vision. This document, together with others mentioned in this document are available here: <https://leedscivictrust.org.uk/whatwedo/planning-development/project-development-officer/>

A key part of this vision, which identifies our high level priorities for the next five years, is a focus on sustainable transport (which in turn takes its cue from the Trust's Transport vision which was produced two years ago). This post will support the delivery of these objectives.

We have an office in Leeds city centre and employ four staff but as a membership-based organisation, much of our work is carried out by volunteers.

## Practical arrangements for the post

Your line manager will be Martin Hamilton (Director of Leeds Civic Trust), but you will work closely with members of the Transport and Liveable Leeds Group, who will form a steering group to deliver the initiatives outlined in this job specification. We anticipate that specialist consultants will also be employed to deliver some elements of the work.

Although we do not require the successful candidate to live in Leeds (given current COVID-19 restrictions remote working is acceptable), knowledge of or familiarity with the city would be advantageous. In any event, you will be expected to visit the city periodically to ensure the successful delivery of the project. Although the Trust's Offices are not fully operational at present, desk space will be available should this situation change.

## Who are we looking for?

This Project Development Officer post offers an interesting opportunity for a graduate in Transport Studies, Geography, Planning or Social Sciences to gain experience and contribute to the development of ideas for making Leeds a more attractive and liveable city.

Key elements of the job are:

- overall responsibility for the operational management of the projects
- promoting the project (s) through publicity, social media and contacts with a wide range of groups and organisations
- acting as an advocate for the project in particular and public transport in general (this may mean speaking to press and media for example)
- developing a data base of contacts and relevant groups and organisations and working with them to ensure buy-in
- collating and processing information and contributions developed during the course of the projects which will ultimately be drawn together as project findings

- organising and running Zoom or similar meetings as necessary to progress the projects
- managing the competition processes
- liaising with other consultants employed on the projects
- supporting the project steering group including taking notes of meetings and following up on actions
- carrying out other research and assistance for Leeds Civic Trust as may be required from time to time

### **General Skills Required**

- The work requires a strong interest in sustainable transport and environmental issues
- You will need good organisational skills and IT capability
- You will need to be resourceful and self-motivated, capable of working independently and to tight deadlines
- You must enjoy engaging with a wide spectrum of people and organisations

### **How to apply**

Your application should include a statement which demonstrates your interest in and enthusiasm for the job and how you meet the Person Specification below (this should be a maximum of one page of A4). Further information, e.g. examples of your work and experience should be included in a CV or similar document.

Applications should be e-mailed [office@leedscivictrust.org.uk](mailto:office@leedscivictrust.org.uk) by 5pm on January 18<sup>th</sup> 2021. Receipt of applications will be acknowledged, but note that this inbox is not monitored daily.

Candidates with disabilities who have particular requirements to enable them to apply for this post should email [office@leedscivictrust.org.uk](mailto:office@leedscivictrust.org.uk)

Informal enquiries can be made either to Martin Hamilton (Director of Leeds Civic Trust) or Adrian Jones, who is co-ordinating the project on behalf of the Transport and Liveable Leeds Group:

[Martin.hamilton@leedscivictrust.org.uk](mailto:Martin.hamilton@leedscivictrust.org.uk)

[adrian.r.jones@ntlworld.com](mailto:adrian.r.jones@ntlworld.com)

**Interviews will be held using Zoom are likely to take place on Thursday 28<sup>th</sup> January.**

## Person specification

CRITERIA FOR ASSESSMENT		METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Good degree in Transport Studies, Geography, Planning or Social Sciences.</p> <p><i>Exceptionally, we will consider applicants with other qualifications where they can demonstrate equivalent experience</i></p>	Application
EXPERIENCE	Experience of project work whether in a work or university context.	Application / Interview
KNOWLEDGE	Awareness of issues regarding development of sustainable transport.	Application / Interview
SKILLS	<p>Good organisational skills</p> <p>Able to prioritise tasks</p> <p>Ability to use Microsoft Office.</p> <p>Ability to learn new computer software</p> <p>Ability to communicate with a range of people</p>	Application / Interview
PERSONAL ATTRIBUTES	<p>Resourceful</p> <p>Self-motivated</p> <p>Adaptable</p> <p>Able to motivate others</p> <p>Capable of working independently</p> <p>Comfortable with and enjoy engaging with a wide spectrum of people and organisations</p> <p>Comfortable with working on-line using software such as Zoom</p>	Application / Interview
OTHER	<p>Interest in sustainable transport and environmental issues</p> <p>Ability to benefit from experience provided by the post (desirable).</p> <p>Some familiarity with Leeds as a place (desirable)</p>	Application / Interview