

Job Description

Job title:	Project Officer, 3-scooter Supersmith Pilot
Hours:	30 hours per week. Part time considered.
Term:	Fixed term contract until Aug 2028 with potential for extension
Salary:	£35,000 per annum pro rata
Location:	This role is based at QEOP, Stratford, London, with some flexibility for home working.
Responsible to:	Deputy Chief Executive
Pension:	CoMoUK operates an auto-enrolment pension scheme with the Peoples' Pension. After three months you will automatically be enrolled and CoMoUK will match your personal contribution level to the scheme up to a maximum of 5% of your gross salary.
Holidays:	27 days per annum plus bank holidays pro rata and 3 days leave between Christmas and New Year.
Probation period:	3 months

Application process

Applications should be sent to Antonia Charlton, Deputy Chief Executive, on antonia@como.org.uk, arriving no later than **11pm on Sunday 20th September**. Please do not send a CV or additional material – these will not be taken into account. Interviews will be held w/c 28th Sept and 5th October. We will inform successful applicants of the outcome of shortlisting.

Vision and mission

CoMoUK is a charity dedicated to the public benefit of shared transport. It exists to promote awareness and understanding of the role, potential, impacts and development of ways of sharing cars, bikes, rides, e-scooters and other shared transport services. CoMoUK supports the public and private sectors to work collaboratively to create inclusive communities, healthy people and a lower carbon economy.

We are increasingly looking at how shared transport modes connect into the wider sustainable transport context with mobility and community hubs, which bring shared, public and active travel modes together, alongside digital integration. In addition, our focus is often on cross cutting themes such as electrification, rural mobility and equity.

CoMoUK receives funding from a range of sources including grants, research programmes, membership, consultancy, events and operator accreditation fees.

CoMoUK Trust is a company limited by guarantee and a registered charity in England and Wales as well as Scotland. For more information, please see como.org.uk.

Summary of responsibilities

The Project Officer, with support from the team, key project tasks include:

With the support of project partners:

- Ensuring the smooth delivery of the project to specification, budget, and timetable.
- Building relationships and agreeing plans with key stakeholders supporting the project.
- Creating and executing an awareness raising and engagement plan.
- Creating, agreeing and distribution of physical and digital materials.
- Engaging with residents, businesses and community groups to raise awareness and understanding of the service, including attending community events and meetings
- Monitoring daily operations, ensuring smooth delivery of the project and trouble shooting issues.
- Closely monitoring projects progress against milestones and liaise with project partners to find solutions to delays and challenges.
- Articulating evidence and benefits of the project with key stakeholders, through enquiries, reports, meetings and events.
- Collecting data to assess effectiveness of project strategies
- Supporting the project teams to analyse data, compile the final report and create case studies.
- Supporting staff with other duties as required.

Person specification

1. Effective project delivery.
2. Excellent planning and time management skills.
3. Effective at developing and leading partnerships.
4. Experience of promotion and community engagement, ideally using a range of methods.
5. Experience of managing an operational project across several partners.
6. Experience of budget management.
7. Ability to work independently and as part of a wider team.
8. Strong ability to advocate for shared transport.
9. Knowledge of or ability to rapidly get up to speed with sustainable and shared transport.
10. Strong written communication skills, including the ability to tailor to a variety of audiences.
11. Strong verbal communication skills including the ability to develop persuasive arguments and influence a range of audiences.