



**Travel  
Connections**  
From B to A the friendly way

## **Travel Connections Project Development Officer - Job Description**

Job Title	Travel Connections Project Development Officer
Responsible to	Travel Connections Programme Manager
Responsible	Volunteers working on Travel Connections projects
Employed by	Leeds Older People's Forum (LOPF)
Salary	(SCP 30) currently £34,373 (pro rata)
Contract	Fixed term contract ending 31 May 2023 (secondment or job share requests will be considered)
Annual Leave	25 days + 8 days public holiday (pro rata)
Pension scheme	Company scheme or contribution to private scheme (5% employer contribution)
Hours of working	35 Hours per week (Option to work 30 hours per week over 4 days)
Location:	Varied (a mixture of working from home, working from the LOPF office (LS3 1AB) and attending meetings across Leeds)
Closing Date	4pm Wednesday 6th July 2022

### **About Leeds Older People's Forum**

Leeds Older People's Forum is a registered charity that exists to promote the wellbeing of older people in the city of Leeds. We're a network of third sector organisations working to ensure older people have the opportunities, freedom and support to live the life they want.

Together, we've been working with and for older people since 1994 to make Leeds the best city to grow old in. Our member organisations work closely with older people across a diverse range of areas, including health, social care, housing, transport and leisure.

We're constantly exploring, evaluating and adjusting to the needs of older people. Thanks to our connections to the wider health and social care network in Leeds, we're in a position to promote the wellbeing of older people in a way that's shaped directly by their voices.

We aim to do this by:

- Identifying and promoting the needs of older people
- Supporting our member organisations to work effectively with older people
- Developing a diverse range of engaging campaigns
- Influencing and developing policies around issues affecting older people
- Challenging ageism and discrimination with older people's stories about ageing
- Using co-production to develop projects and promote social participation
- Sharing information and best practice with organisations that support older people

We place older people at the heart of everything we do, responding to their views and lived experiences.

## **Programme Overview**

Leeds Older People's Forum (LOPF) is leading Travel Connections. The aim is to explore how the vast network of existing transport resources in Leeds can be better used to reduce loneliness for older people. This one year, 'test and learn' programme has been awarded a grant through the Department for Transport's 'Tackling Loneliness with Transport' fund.

The Travel Connections programme incorporates 12 separate projects, seven of which are led by third sector partners. One project has yet to be commissioned and four projects are led by LOPF. LOPF is also expanding our Friendly Communities project to include work on age and dementia friendly taxi services.

The projects come under five themes: Buses, Taxis, Active travel, Community transport and Travel conversations. The first four themes explore how the vast network of existing transport resources in Leeds can be better used to reduce loneliness. The fifth theme focuses on creating conversations between older people and decision-makers so that older people's voices are heard at strategic city levels.

We're looking for an experienced project development officer to lead and develop three projects in the Travel Connections programme:

1. **Age and Dementia Friendly Taxi services** (Taxi theme): Supporting local taxi firms to understand the business impact of providing accessible taxi services and encouraging sign up to this city-wide scheme. This work is closely linked to, and supported by, the work of LOPF's existing Friendly Communities team.
2. **Cycle with Confidence** (Active Travel theme): Working with a variety of established partners to arrange social cycling proficiency sessions in East Leeds, cycle maintenance courses and guided social bike rides. The project has a geographical focus around the new 39 arterial cycle route which runs through east Leeds. 8 week cycling proficiency courses offer a chance to take people from beginners to confident cyclists. This work is supported by the Administrative team at LOPF.
3. **Let's Talk Transport** (Travel conversations theme): Bringing together older people, Leeds Neighbourhood Network Schemes and transport representatives to talk about transport issues and review existing provision. This project will inform the Friendly Buses project which is yet to be commissioned. This work is closely linked

to, and supported by, the work of LOPF's existing Friendly Communities team and LOPF's Third Sector Development Manager.

This role will build on a substantial amount of project planning and implementation work which has already taken place. Third sector delivery partners, stakeholders, the Age Friendly Steering Group and LOPF staff and Trustees, amongst others, have worked together since January 2022 to develop and establish the programme.

### **Purpose of the Post**

- To lead and develop three of the projects in the Travel Connections programme, working closely with partners and stakeholders, and reporting on the progress and impact of each project's interventions.

### **Duties:**

#### **Project management / development**

- Lead and develop three projects to achieve the outputs specified in the funding application to the Department for Transport
- Maintain the focus of each of the projects on using transport to reduce loneliness amongst other people (aged 50+)
- Collaborate with third sector providers, including Neighbourhood Network Schemes, to identify and encourage older participants to join the projects
- Create opportunities for the recruitment of older volunteers (if required)
- Develop good working relationships with a range of partners across the third, public and private sectors
- Prioritise working with areas and communities experiencing the greatest inequalities
- Be the main contact for the three projects in liaising with the external partners
- Work within specified budgets for each project, working closely with the Travel Connections programme manager

#### **Test and Learn**

- Develop three diverse, flexible projects that are evidence based
- Undertake ongoing performance management for three Travel Connections projects
- Champion the test and learn approach and an ethos of collaboration and coproduction with older people
- Use established LOPF systems and processes to support the delivery and legacy of the projects
- Collect and report monitoring and evaluation data for the three projects, with the support of LOPF's monitoring and evaluation officer
- Share learning and ideas from Let's Talk Transport, gathered through close collaboration with older people, with the programme manager to inform the commissioning process for the new 'Friendly Buses' project

#### **Learning and legacy**

- Identify allies and key decision makers, build and maintain good relationships with them to increase the potential for joint working and sharing good practice
- Share learning with peers and colleagues
- Enable programme legacy by gathering and sharing learning from the 3 projects
- Provide support with future funding applications (if required) to continue the work of specified Travel Connections projects.

#### **Other duties**

- Ensure that older people are fully involved in all aspects of the three projects

- Comply with the requirements of all LOPF policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and for GDPR compliance
- Address equal opportunities in all aspects of the projects
- Promote positive publicity for the projects and the wider Travel Connections programme
- Maintain the reputation of the LOPF by delivering successful Travel Connections projects
- Work flexibly in order to deliver the service effectively, requiring work to be performed not specifically referred to above, that is within the scope of the post and at the appropriate grade.

## **Travel Connections Project Development Officer - Person Specification**

Applicants will be able to demonstrate they have the essential skills, knowledge and experience and will share LOPF's values: person centred, committed to co-production and to a community development approach.

### **SKILLS**

#### ***ESSENTIAL***

- Planning, organising, and the ability to work productively from home or office
- Excellent time management and an ability to prioritise and delegate effectively
- Excellent communication and networking skills enabling positive engagement with a wide and diverse range of stakeholders, including older people, staff and volunteers in third sector organisations, the public and private sector and evaluators
- Ability to maintain the focus of the 3 projects on tackling loneliness with transport
- Problem solving, resourcefulness and an ability to effectively manage competing priorities
- Ability to effectively coordinate and facilitate engagement activities
- Ability to work effectively, flexibly and collaboratively as part of a wider team where team members, and the Age Friendly Steering Group, work positively towards a shared goal
- Excellent IT skills, including the use of social media
- Ability to travel around Leeds (via car, active travel or public transport) to visit stakeholder premises and attend meetings

#### ***DESIRABLE***

- Ability to quickly develop understanding and application of other systems/databases as appropriate (e.g. Google Drive, Slack, Trello, Airtable, Eventbrite)

### **KNOWLEDGE**

#### ***ESSENTIAL***

- A demonstrable understanding of co-production
- Understand the issues affecting older people experiencing, or at risk of, loneliness and social isolation
- Knowledge of one or more of the following sectors:
  - Transport options in Leeds
  - Third Sector organisations supporting older people in Leeds
  - Neighbourhood Network Schemes

#### ***DESIRABLE***

- Understand the diversity of third sector and the communities they work with, their challenges and ambitions
- Understand barriers to engagement for older people
- Understand the wider loneliness and social isolation agenda
- Understand the wider transport agenda
- Knowledge of Leeds organisations and communities

## **EXPERIENCE**

### ***ESSENTIAL***

- Successful delivery of set of outputs relating to a project or programme
- Experience of promoting equality and diversity
- Partnership development

### ***DESIRABLE***

- Work with or for organisations that support older people
- Budget management
- Project management
- Gather and share monitoring and evaluation data

## **PERSONAL ATTRIBUTES**

### ***ESSENTIAL***

- Demonstrate energy, enthusiasm and determination
- Work in an inclusive, team-focussed way
- Put older people at the heart of the projects
- Share learning with, and learn from, peers
- Embrace the principles of equality in the delivery of the projects
- Commit to personal professional development and prepared to get involved in a wide range of tasks and projects, some of which may involve developing knowledge, experience and skills outside of current experiences.
- Work within and promote LOPF and Department for Transport values
- Willing to work outside office hours if required