

**Job Description – Transport Project Worker**

**Summary of the Role**

Inclusion Gloucestershire is a growing, dynamic user-led organisation, run by disabled people for disabled people. We are passionate, person-centred, inclusive and have a track record of high-quality delivery. Through our work, many people have told us transport is a big barrier to independence. We would like to make transport more inclusive through this project working with the County Council, bus companies and the University of Gloucestershire to define the barriers and to develop new inclusive solutions.

This will include gathering data by engaging directly with disabled people, researching solutions with partners and utilising technology through the University to produce and roll out a product such as a QR code and app and trial it with disabled people.

**Job Purpose:** deliver this exciting new partnership project, getting it off the ground, consulting and engaging with disabled people about the barriers that they face and working with partners to develop innovative solutions.

**Reports to: Transport Project Manager**

**Main Duties and Responsibilities**

1. Work alongside the Transport Project Manager to deliver engagement opportunities (including public events) to analyse the barriers to using public transport that disabled people face
2. Work with partners including the university and bus companies to plan, develop and deliver solutions to these barriers that utilise technology
3. Work with partners to develop and deliver a website focussed on accessible solutions for disabled people in Gloucestershire
4. Work effectively with the team and partner organisations keeping them informed of progress as well as working cooperatively and ensuring the quality of stakeholder relationships is second to none.
5. Support people with a range of disabilities and needs to engage and participate in the project.
6. Market the project and solutions created to ensure buy in and involvement from disabled people
7. Oversee trials of a technology solution such as an app, ensuring that people have the information that they need to use it correctly, and collecting and analysing data and feedback to inform further development of the solution.
8. Provide logistical support including organising sessions and meetings and keeping records and project notes
9. Be aware and act on the need to report safeguarding concerns
10. Help to keep participants and staff safe and confident in their surroundings and act on safeguarding and health and safety concerns in line with Inclusion Gloucestershire’s policies.
11. Advocate for Inclusion Gloucestershire and its projects at meetings and events and within your own appropriate networks.
12. Completing appropriate training

This role profile is not exhaustive and may be subject to change to meet the operational needs of the organisation.

**Essential Skills/Experience**

**N.B. Those items marked \* will be used as shortlisting criteria for this post**

* Able to work with a range of people with varied skills and experience\*
* Comfortable speaking to groups of people, and on an individual basis\*
* Understanding of public transport and accessibility\*
* Understanding of disability\*
* Understanding of technology and its uses in improving accessibility\*
* Understanding of how to present and communicate information in an easy to understand and accessible format to suit a wide range of audiences
* Good reporting writing skills and ability to analyse data\*
* Good communication skills and ability to easily build rapport with people
* Good computer literacy / internet and email skills
* Ability to work without supervision when necessary

**Personal Characteristics**

* Trustworthy and able to handle confidential information
* Organised and able to organise others
* Reliable and adaptable\*
* Positive
* Willing to learn
* Friendly, caring and understanding\*

**Desirable Skills/Experience**

* Experience of marketing

**Values and Personal Beliefs**

Inclusion Gloucestershire is driven by its values, at the heart of all that it does. Teams are expected to share and demonstrate these values:

* Make sure everyone is involved and included
* Empower choice and control through peer support and place experts by experience at the centre of our delivery
* Challenge when things aren’t right and give people with disabilities a strong voice
* Treat people fairly and always behave in a way that is honest and trustworthy even when nobody is looking
* Be a caring and professional organisation who work together towards shared goals
* Work together to deliver exciting new ideas and support each other, our members and our community.

September 2020