



Job Description – Final – 5 January 2015

Job Title: Volunteer

Responsible to: Business Operations Manager

Job Purpose: Work as directed to provide support for the Act TravelWise Business Operations Manager. Develop an overview and understanding of all areas of the organisation, gain expertise within specific topics, with responsibility for managing agreed areas of work.

Tasks will include

- Member communications, support and record keeping
- Drafting text for publications and writing social media articles
- Website maintenance and development
- Event organising assistance
- Project support work

Person Specification

Skills

- Highly motivated individual, who will wish to secure extensive experience and knowledge from this role working closely with the Business Manager and the Board;
- Good inter-personal skills both with external contacts and internal colleagues;
- Good communication skills - verbal, written and presentational;
- PC literacy (Microsoft Word, PowerPoint and Excel);
- Well-organised and able to prioritise and deliver to tight timescales;
- Attention to detail;
- Organisational skills, data management and able to document audit trails effectively;
- Self starter, able to take issues on given direction and work through to a solution;
- Good team player.

Knowledge/experience

- Graduate or under graduate. Preferably within the area of transport and/or environment
- General understanding of the sustainable transport agenda
- Familiarity with main policies on the environmental agenda and sustainability;
- Experience of project co-ordination preferred.