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<b>Job Title:</b>	<b>Project Worker</b>
<b>Project:</b>	<b>Electric Cargo Bike Delivery Service</b>
<b>Location:</b>	<b>Strathaven, South Lanarkshire</b>
<b>Hours:</b>	<b>Part time (hours to be discussed)</b>
<b>Salary:</b>	<b>£11 per hour</b>

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Climate Action Strathaven is a young and enthusiastic charity, based in Strathaven, South Lanarkshire which is fast developing a profile for local action to tackle the climate change emergency. We recruited our first Project Workers in April 2021, who play a key part in helping to deliver the Charity's ambitions.

We work together with individuals and community groups to deliver ambitious targets which better reflect the urgency of the climate emergency than those adopted by Governments. To these ends, we intend to work with a range of people and organisations to design and deliver:-

- **Influence**, through agreeing specific requests and expectations of politicians at both local and national level to promote, in the short term, a green recovery from the disruption of coronavirus and, in the longer term, more ambitious progress against environmental damage;
- **Local Action**, including finding ways to access resources to improve the energy efficiency of local housing, supporting local businesses based on the principles of a circular economy and encouraging local initiatives, including reducing and recycling waste;
- **Sustainable Travel and Transport**, through finding ways to make safer walking and cycling options easier than using cars and better public transport for commuting to school and work; this includes the development of a Strathaven Car Club to address the proliferation of cars and offer better and cheaper options for getting around.

## **The Project**

The eCargo bike delivery service is a community-based project, which aims to make local retailers even more accessible to their customers, whilst replacing many of the car journeys required to transport goods locally. This concept has been increasingly popular across the UK with tried and tested models in rural and urban areas that have benefited both community members and local businesses, whilst reducing carbon emissions.

## **Job Purpose**

- Developing the eCargo bike delivery service, in line with CAS' vision. This includes liaising with local businesses and managing administrative systems to ensure the project runs smoothly.
- Effective management of day to day operations for the eCargo bike delivery service, ensuring that it runs successfully.
- Day-to-day management will largely involve delivering goods on the cargo bike.
- Ensuring that the eCargo bike delivery service is run safely, in line with health and safety requirements..
- Co-ordinate the receiving of delivery requests and ensure that the delivery process operates efficiently
- Explore new partnerships with local businesses and maintain a positive and productive relationship.
- To help manage the social media channels (including producing content) for the eCargo bike delivery service, and increase community engagement via these channels.
- Ensure a high level of customer service for all eCargo bike delivery service users and help manage customer enquiries regarding all eCargo bike delivery service matters.
- To produce data on project performance and contribute to reports for a variety of stakeholders, including the Board of Trustees, funders and external bodies..
- Participate in the wider eCargo bike delivery network.
- Maintain compliance with organisational policy frameworks, IT management systems, contractual and regulatory obligations and legislative requirements (Health & Safety, Environmental Health, GDPR).

## **Behaviours, Skills & Knowledge**

### **Applicants should demonstrate:**

- A high level of competence when riding a bicycle.
- A personal value base which is in line with Climate Action Strathaven's core values.
- Understanding of key issues relating to local transport and the environmental and social benefits of replacing car journeys with the eCargo bike.
- Openness to new ways of working and always striving for excellence.
- A can-do attitude grounded in professionalism and good practice.
- The ability to organise different areas of work and multi-task effectively.
- A professional, business-appropriate appearance at all times.
- Good report writing ability including some analysis of trends.
- Good level of literacy, numeracy, IT and administration skills.

- Understanding of legislation relating to employment, health and safety and GDPR.

Due to the nature of the role, it should be noted that this job description is indicative and may be subject to change.

This post is funded by the Scotland Loves Local fund:

