



Change Agents UK

CAUK Reference: 2510

## Sustainable Transport Project Manager - Job Description

<b>Job Title:</b>	<ul style="list-style-type: none"><li>• Sustainable Transport Project Manager</li></ul>
<b>Location:</b>	<ul style="list-style-type: none"><li>• Remote</li></ul>
<b>Employer:</b>	<ul style="list-style-type: none"><li>• GO Travel Solutions Ltd</li></ul>
<b>Number of Positions:</b>	<ul style="list-style-type: none"><li>• 1</li></ul>
<b>Salary (per annum pro rata):</b>	<ul style="list-style-type: none"><li>• £36,000</li></ul>
<b>Start Date:</b>	<ul style="list-style-type: none"><li>• TBC</li></ul>
<b>Contract:</b>	<ul style="list-style-type: none"><li>• Permanent</li></ul>

### *Job Snapshot*

GO Travel Solutions, a well-established and award-winning sustainable transport consultancy, is seeking a Sustainable Transport Project Manager to lead projects that promote greener travel solutions. The role involves working with a mix of public, private and third-sector clients—including developers, businesses, local authorities, and community groups—to encourage sustainable transport options that deliver economic, social, and environmental benefits. The Project Manager will oversee project development, stakeholder engagement, performance monitoring, and business reporting while supporting GO Travel Solutions' growth.

### **The Opportunity:**

As a social enterprise and workers' co-operative, we are deeply committed to delivering projects that promote sustainable travel solutions, benefiting individuals, businesses and communities alike.

This role is pivotal in managing and developing a diverse portfolio of projects for public, private and third-sector clients, ensuring the promotion of greener, more efficient and accessible transport options. If you are passionate about sustainability and have strong project management experience, this is an excellent opportunity to make a real impact.

The role offers not just a rewarding career, but also a host of benefits, including a competitive salary, flexible remote working, a healthcare scheme, profit-sharing, and additional pension contributions. You'll have the chance to work with high-profile clients, collaborate with leading transport and sustainability experts, and gain valuable experience in business development, stakeholder engagement and project leadership.

With a strong emphasis on professional growth, this position provides clear opportunities for career progression. If you're looking to apply your skills in a meaningful way and contribute to a greener future, we strongly encourage you to apply.

## About the Role:

- Project management and development of a portfolio of projects for public, private and 3<sup>rd</sup> sector clients; these will include travel plans and engagement Projects for businesses and communities with a focus on influencing how people travel.
- Produce business reports for external and internal purposes - bringing together visuals and textual information from a wide range of sources, to create high standard and engaging reports.
- Undertake the monitoring and evaluation of the performance of company projects, to measure value for money and progress against set targets and outcomes.
- Feed into the research and authorship of bids to enable GO Travel Solutions grow its portfolio of work.
- Take leadership and collaborate with public and private sector organisations to deliver project success.
- Harness the skills and resources within GO Travel Solutions and its partners, to achieve stronger project impact and value for money.
- To carry out any other reasonable duties required.

## Person Specification

### Essential:

- Project management experience – ability to deliver against budgets, deadlines and KPIs.
- Buy-in to the social enterprise values of GO Travel Solutions.
- Customer focused - ability to interface effectively with public, private and 3<sup>rd</sup> sector clients of all sizes.
- Proficient in use of Microsoft office tools i.e. Word, Excel, PowerPoint.
- Ability to communicate effectively through range of communication tools e.g. email, telephone etc.
- Skills in harnessing the time and resources of internal and external project partners through collaboration and partnership working to maximise performance.
- Track record of delivering project success with public, private and/or 3<sup>rd</sup> sector clients.
- A 'can do' attitude.
- The IT skills to take data and interpret it to help support the delivery of project success and positive sustainable travel outcomes.

### Desirable:

- Success record in delivering sustainable transport solutions for a range of customers and individuals for a minimum of 3 years.
- Degree and/or qualification in relevant field.
- Qualified project practitioner.
- Experience in use of GIS Programmes– MapInfo preferred.

## How to apply

If you wish to apply for this role, please submit a **CV and short Covering Letter** explaining your motivation for applying and briefly addressing the essential criteria for the role (up to 500 words) via the Change Agents UK [Careers Page](#). We also ask you to complete an optional [Equality, Diversity & Inclusion Monitoring form](#); this does not form any part of the selection process but is used to help us monitor the effectiveness of our policy.

- Application Deadline:** • Monday 7<sup>th</sup> April 2025
- Telephone Interview:** • Tuesday 8<sup>th</sup>- 9<sup>th</sup> April 2025
- Interview Date:** • From w/c 14<sup>th</sup> April 2025
- Anticipated Start Date:** • TBC

You are welcome to get in touch with us with any questions before applying – please email us at [applications@changeagents.org.uk](mailto:applications@changeagents.org.uk) or call us on 01572 723419.

Job offers will be subject to suitable right-to-work and reference checks and the successful applicant may be required to undergo a DBS check.

Change Agents UK is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people from all parts of the community, particularly where there is under-representation. If you need additional support to enable you to complete the application process, please contact us.

Information on placement terms can be found at [www.changeagents.org.uk/information-employment-terms](http://www.changeagents.org.uk/information-employment-terms)

## About the Company:

GO Travel Solutions Ltd is a thriving and award-winning specialist sustainable transport consultancy. It has been operating since 2008 as a social enterprise and workers co-operative. Our passion is delivering projects with sustainability in their DNA which enhance personal mobility and in turn generate economic, social and environmental benefits.

We provide these services for developers, local government, non-government organisations, transport operators and businesses of all sizes and sectors. Our current clients include Harworth Group, Loughborough University, Urban&Civic, and The Crown Estate.

## Change Agents UK:

Change Agents UK Trading Ltd works as a non-profit sustainability employment business and agency and is wholly owned by Change Agents UK Charity. Change Agents UK have worked in Sustainability education and employment for 25 years, supporting our partners to create superb opportunities in

sustainability, delivering real impact and change and providing training and skills support for our Change Agents on placement.

**Benefits:**

Annual salary + additional benefits (company healthcare scheme with Vitality Health + company sick pay scheme + flexible remote working + company cycle to work and electric car scheme + additional employer pension contributions 5%). Annual holiday entitlement 22 days plus Bank Holidays. Company profit share.

**Appendix 1: Change Agents UK Trading Ltd Opportunity Details**

Change Agents UK Trading Ltd is acting as an employment agency as defined under the Employment Agencies Act 1973. Should you have any queries or require any further information on this role or the services we provide please contact [applications@changeagents.org.uk](mailto:applications@changeagents.org.uk) or call 01572 723419.

<b>Placement Details</b>	
CAUK Reference Number	2510
Placement job title:	Sustainable Transport Project Manager
Start date of the placement:	ASAP
End date of the placement:	N/A (Permanent)
Actual hours of work per week: 'Full time equivalent' hours per week:	37
Days and hours of work: Please detail normal hours and any variables or expected rotas / shift patterns.	Monday – Friday There is some flex on start and finish times.
Where applicable please provide details of any terms and conditions which would apply to the agency worker in relation to night work:	N/A
Probation period including any conditions:	3 Months
Notice period:	1 month after 3 months' probation.
Type of work:	The focus of these projects will be the promotion, development and delivery of sustainable transport solutions for a broad base of clients

Location of work if different to Client's address:	Home-based in the UK with occasional travel to head office and client sites, including some overnight stays.
Rest breaks and rest periods given to employees:	Minimum of 30 mins per day. Can be longer as long as hours are fulfilled
Client's collective facilities available to the employee: E.g. canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms	Expectation is that this role will be undertaken by someone working from home. There is an office in Leicester that has kitchen, parking space, showers and bike storage.
Any known health and safety risks and the steps the client has taken to reduce the risks:	N/A
Any experience training, qualifications or authorisation necessary or required by law or a professional body to do the role (if none, please state so):	The right to work in the UK
Does the position involve working with vulnerable people*:	No
<b>Pay and Benefits</b>	
Salary (payable to a direct recruit or comparable employee): Please provide pay scales if available.	£36,000
Sick leave and pay:	As per our policy
Mileage rate:	Based on standard HMRC rates
Any other expenses payable:	Refreshments when away from the usual place of work
Bonuses or commission payable (if applicable include any qualifying criteria):	10% of profit at each year end is shared amongst all GO Travel Solutions employees and split based of hours undertaken in the past financial year as a proportion of total hours by all employees.
Overtime rates payable (if applicable include any qualifying criteria):	None. There will be a very occasional requirement to work evenings and at weekends with community events.
Any other remuneration:	N/A
Any other benefits:	Company healthcare scheme with Vitality Health + company sick pay scheme + flexible remote working + company cycle to work and electric car scheme +

	additional employer pension contributions 5%). Annual holiday entitlement 22 days plus Bank Holidays. Company profit share
<b>Annual Leave</b>	
Annual Leave entitlement and pay:	22 days plus Bank Holidays.
Closure Days (if applicable, please specify dates):	None.