



## **Dundee Travel Active: Travel Advisors and Office Administrator (Temporary)**

*Do you have good communication skills and the confidence to knock on doors to motivate people to re-think their travel behaviour?*

Dundee Travel Active is a new initiative that encourages residents of, and visitors to, Dundee to walk or cycle a little more to improve their health and the environment. This is to be achieved through a 'Personal Travel Planning' (PTP) approach where we will engage residents in certain areas of Dundee in a discussion about their travel needs and issues.

This discussion will help identify ideas and information that can help individuals make sustainable travel choices that benefit them – allowing them to get more physical activity into their daily routine, perhaps saving them money, or meeting new people in their community.

The PTP initiative is being delivered by JMP, a specialist transport planning consultancy. Your employment will be with JMP, working on behalf of Dundee City Council. Your office base will be in Dundee city centre with field work taking place in the city centre, Hilltown, Stobswell and West Park.

The standard working hours for all posts will be 37.5 hours per week across 5 days, including some Saturdays. However, applications for job share will also be considered.

The period of employment for all posts will be from 28 July 2009 to 02 October 2009, with a holiday entitlement equivalent to 28 days per annum (pro rata). It is hoped that some staff may be retained for a longer contract period, subject to separate negotiation in September 2009.

All those appointed will receive specialist training (for which you will be paid) at the start of the contract.

### **Travel Advisors**

The role of the Travel Advisor is to contact residents in the Dundee Travel Active area to carry out face to face discussions and to offer information, ideas and advice. Contact is primarily through door-knocking, with some follow-up telephone work. There will be some data entry to record the results of the household discussions, therefore basic IT skills are required.

The PTP project will also be engaging with universities, schools and employers in Dundee, therefore the Travel Advisor will be involved in offering information and advice to individuals at these organisations.



The Travel Advisor working hours will be on a shift basis between the hours of 9am to 8pm Monday to Friday and 10am to 6pm on Saturday. A normal daytime shift will be 9.00am to 5.00pm with an unpaid rest break of 30 minutes. You will be expected to work at least two evening shifts per week (i.e. 12.00pm to 8.00pm with an unpaid rest break of 30 minutes) and every other Saturday (i.e. 10.00am to 6.00pm with an unpaid rest break of 30 minutes), although there will be some flexibility to rotas.

The rate of pay is £8.00 per hour Monday to Friday and £9.50 per hour for Saturdays.

### Office Administrator

The role of the Administrator is to ensure the smooth running of the project office and to provide essential support to the Travel Advisors. The Administrator will send out introductory letters in advance of the Travel Advisor visits, answer any calls, dealing with queries and arranging appointments for Travel Advisors. They should also make sure there are always resources available for packing, put together information packs for delivery and help out with data entry when necessary. Good IT skills are required.

The rate of pay for this role will be £8.00 per hour.

The hours of work for the Office Administrator will be 9.00am to 5.00pm (with an unpaid rest break of 30 minutes) Monday to Friday.

To apply for either of the above posts please visit [www.jmp.co.uk/careers.aspx](http://www.jmp.co.uk/careers.aspx) to complete an online application form. You will also be required to submit a CV. If you would like to speak to someone before applying please contact Caley Slidders on 0131 272 2705 for an informal discussion.

The closing date for completed applications is **Monday, 6<sup>th</sup> July 2009**. Interviews will be held in Dundee on **Monday, 13<sup>th</sup> July** and **Tuesday, 14<sup>th</sup> July 2009**. Due to the nature of the project, Disclosure Scotland checks will be carried out for successful applicants.

JMP is an Investor in People and an Equal Opportunity Employer. We welcome applications from all.