



EPIKS Active Travel Co-ordinator

EPIKS is passionate about giving people the opportunity to travel without using cars. Using our established Walk Wheel Ride Kirklees Campaign, we are working with partners to increase active travel through consultation, participation and profile-raising. We are seeking a full-time Active Travel Co-ordinator based in Huddersfield to oversee a busy and varied schedule of activity that will lead to behavioural change in active travel in Kirklees.

Through funded projects and opportunities around new rail transport infrastructure, we have three Active Travel Community Hubs and a year-long process of collaboration and co-design to discover how people can be assisted to walk, wheel and ride more in Huddersfield, the Holme Valley and Batley and Spen Valley.

This is a varied and rewarding role: designing and overseeing inclusive participation with a varied audience; supporting a dynamic team and ensuring that the profile of active travel is raised through activity and innovative communications. You will be an enthusiastic and organised advocate for active travel, who enjoys working alongside partners and the public. You will be experienced in managing budgets and the recording, reporting and evaluation of funded projects.

The post is initially funded for 11 months, 37.5 hours per week. Based in Huddersfield at the Media Centre, a fully serviced and accessible office, with additional centres in the Holmfirth and Batley areas, there is opportunity for occasional home working. The role requires weekend and evening work patterns.

Salary around £29,000

Closing date for applications is midnight Tuesday 7th January 2025

Role Profile:

The Active Travel Programme Co-ordinator will be instrumental in the planning, delivery and monitoring of regular events that encourage people to walk, wheel and ride more often. Our Walk Wheel Ride programme will work with partners and volunteers, resulting in community-focused walking, cycling and wheeling-related activities. These include walks (led and self-guided); bike repair sessions; training and test rides on e-bikes; social rides;



cargo bike engagement events; show and tell events and talks, developing and promoting walking and cycling routes.

In 2025, EPIKS will be promoting multi-modal travel to residents and employers in Huddersfield using an engagement platform Commonplace to discover what help is needed to get to and from Huddersfield town centre, workplaces or colleges by bike or on foot.

Three Community Active Travel Hubs will offer information and advice on active travel: in person, online and via other agencies. A co-design project with an external consultant will utilize advanced software to identify first mile, last mile routes to Huddersfield Station.

Activities will be responsive to local need and cultural opportunities, so liaising with partners and stakeholders will be a key part of the role. This means that the post holder will have room to be creative and flexible and shape the hubs to suit the local community.

The role will require supporting, scheduling and managing the safe delivery of activities with 2 part time Active Travel Engagement Officers, volunteers and cycle trainers. Regular liaison with admin and comms staff will ensure the wider team, public and funders are clear about the plans and outcomes of the Walk, Wheel, Ride programme throughout Kirklees.

The post holder will be able to interlink active travel schedules and issues with the wider EPIKS team, through the promotion of access to greenspaces and improvements to green-blue infrastructure. With foresight and creative partnership working, the Active Travel Coordinator will be able to seek funding and revenue streams to enable the future sustainability of the hubs.

Skills, Experience and Attributes

Essential

Able to plan and manage a varied workload with minimal supervision

Experience in staff and project management

Effective at recording, reporting and evaluation of projects

Good knowledge of active travel issues and behaviours

Excellent communication skills to a range of audiences

Well organized: paying attention to detail, record keeping and administration



Experience of public consultation and co-design

Practical, can-do attitude: a problem-solver

A personable, 'team-player' with experience of partnership working

Experience of managing budgets

Experience of managing and designing inclusive events

Competent IT user, especially Microsoft 365

Confident user of maps, navigation and sound geographical knowledge of the area

Desirable

Sales and marketing

Experience of working in the voluntary and / or health sector

Fundraising / bid writing

Public speaking

Willingness to use public transport / blended travel including cycling

Familiar with CRM

Responsible to: EPIKS Programme Manager

Responsible for: 2 part time Active Travel Engagement Officers

Further reading

<https://walkwheelride.org.uk/>

[E-Bikes Projects | EPIKS - Environmental Projects In Kirklees](#)

[Low Emission Deliveries | EPIKS - Environmental Projects In Kirklees](#)

Application and recruitment details

Please send an email to office@epiks.org.uk with a CV and separate covering letter that details how your skills meet the role criteria and why you would like to work for EPIKS.



Closing date for applications is midnight on Tuesday 7th January 2025.

Applicants are invited to make an immediate start in the role. The post will begin as 37.5 hours, fixed term contract January 25- December 2025 with a possibility of an extension, pending future funding and revenue.