

Passenger Focus Job advertisement

Title: Development Co-ordinator

Salary: £28,982, full-time, permanent (plus access to civil service pension arrangements)

Based: Manchester City Centre

Passenger Focus is the independent national passenger watchdog. Our mission is to get the best deal for passengers. With a strong emphasis on evidence-based campaigning and research, we ensure we know what is happening on the ground. We use our knowledge to influence decisions on behalf of passengers and work with the industry, passenger groups, and government to secure journey improvements.

The role:

This is an exciting opportunity for individuals looking for a challenging role that requires initiative and the ability to understand our strategic direction and how their own actions can influence this.

Reporting to the Development Manager, you will provide high quality project management / co-ordination and support for our team of Passenger Link Managers and Passenger Link Executives based nationwide, to deliver benefits for bus, coach, rail and tram passengers and influence long-term transport strategy. You will also contribute fully to internal development of the team, improving processes and helping to share knowledge. The role is varied, including project management / co-ordination, research, stakeholder liaison and correspondence / report drafting. You should be aware of, and respect, the wider political context in which you would be working.

You must be able to demonstrate a natural enthusiasm for working with and supporting others, and the ability to act as an advocate of cross-organisational collaboration. With proven project management knowledge and experience, you will also have excellent organisation skills. We are looking for a clear communicator with good report writing skills, and the ability to research, analyse and interpret data to develop and assist in the delivery of key projects. Experience within a similar role is essential.

Contact details:

If you feel you have the skills and qualities to fulfil this role, please e-mail your **tailored CV (which should be no more than three pages long) and covering letter** to passenger.focus@reedglobal.com. You will need to ensure that your CV clearly demonstrates experience that directly reflects the skills, competencies and demands of the role. A copy of the job description containing full details of the role tasks and responsibilities can be found on our website: www.passengerfocus.org.uk. All applications will be treated in the strictest confidence. **If you have not received a response within four weeks of the closing date, please assume that on this occasion you have been unsuccessful.**

Closing date for applications is 5pm on Wednesday 21 April 2010 and assessment centres will take place at the beginning of May 2010.