

Passenger Focus Job advertisement

Title: Development Co-ordinator

Salary: £28,982, full-time, initial fixed term contract until end February 2010

Based: Manchester City Centre

Commencement date: Immediate

Line manager: Development Manager

The organisation

Passenger Focus is the independent national passenger watchdog. We have two main aims: to influence both long-term and short-term decisions and issues that affect passengers, and to help passengers through advice, advocacy and empowerment.

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.

Our vision is ensure that operators, funders, and regulators of transport

'put passengers first'

This will be achieved through our mission of

'getting the best deal for passengers'.

The role

We are looking to recruit a development co-ordinator to join our development team based in our Manchester office.

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.

You will provide high quality project co-ordination and support for our team of managers based nationwide, to deliver benefits for 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 co-ordination, research, stakeholder liaison and correspondence/report drafting.

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 to assist in the delivery of key projects. Experience within a similar role is essential.

Tasks and responsibilities

For full details of the role tasks and responsibilities please see the attached job description.

Contact details

If you are interested in applying for this vacancy please forward an email registering your interest and which role you wish to apply for attaching an up-to-date CV to suzette.mcghee@passengerfocus.org.uk

All applications will be treated in the strictest confidence.

Interviews to be conducted at our Manchester office on Tuesday 9 June 2009.

Closing dates for applications

Thursday 28 May 2009