TPS Transport Consultants Ltd
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Travel Plan Coordinator

Consultant / Senior Consultant equivalent

Contract: Full time permanent (part time working considered)
Salary: £28,000 - £43,500 - Dependent upon experience
Working Hours: 37.5 hours per week, with flexible working arrangements
Location: Wakefield, with hybrid working opportunities

Help turn sustainable travel strategies into action.

We're looking for a Travel Plan Coordinator to join our specialist team, working across a diverse range of projects to deliver initiatives that encourage more sustainable travel choices.

About the opportunity

At TPS Transport Consultants, we specialise in developing and implementing Travel Plans that encourage sustainable travel and support positive changes in travel behaviour.

We have over 20 years' experience in this field and are currently responsible for coordinating Travel Plan delivery at more than 150 developments and sites across the UK. Our specialist approach provides an opportunity to work on the practical delivery of sustainable transport strategies, rather than simply their preparation.

To support our continued growth, we are looking for a Travel Plan Coordinator to join our team at Consultant or Senior Consultant level, depending on experience.

You will work across a varied portfolio of residential developments, workplaces and educational establishments, helping to develop and deliver initiatives that encourage walking, cycling, public transport use and other sustainable travel choices.

Whilst the role will involve some Travel Plan preparation and strategy development, the primary focus will be on managing and implementing Travel Plans, taking projects from initial planning through to delivery, monitoring and review.

This is an opportunity to take ownership of projects, work directly with clients and stakeholders, and contribute to the continued development of our specialist services.

What will you be doing?

Working as part of our established Travel Planning team, you will be responsible for a range of activities, including:

- Travel Plan implementation: Managing and coordinating the delivery of Travel Plan strategies across residential, workplace and educational settings.
- Project management: Taking responsibility for individual projects, including programme delivery, budgets, resources, client relationships and reporting.
- Communications and engagement: Developing and delivering initiatives, campaigns and activities that promote sustainable travel choices, working alongside our communications and graphic design colleagues.
- Stakeholder engagement: Building effective relationships with clients, local authorities, employers, residents, educational establishments and other relevant organisations.
- Monitoring and evaluation: Coordinating travel surveys, monitoring exercises and progress reports, reviewing outcomes and identifying opportunities to improve Travel Plan effectiveness.
- Travel Plan preparation: Contributing to the preparation, review and updating of Travel Plans and associated strategies.
- Service development: Helping to identify and develop new approaches, tools and services that improve the effectiveness of our work and the value we offer clients.

The role will be predominantly desk based, working from our Wakefield office and, where agreed, remotely. However, site visits, meetings and occasional on-site engagement activities will also form part of the position.

About you

We are looking for someone who enjoys working with people, has strong organisational and communication skills, and can take a proactive and practical approach to managing and delivering projects.

You will ideally have experience in Travel Planning or a related field, although we are also interested in hearing from candidates with relevant transferable skills and experience.

Essential skills and attributes

- A proactive, positive and practical approach to problem-solving and delivering projects.
- Strong organisational and project management skills, with the ability to manage competing priorities and deadlines.
- Excellent written and verbal communication skills, including the ability to communicate effectively with a range of audiences.
- Confidence in building and maintaining positive working relationships with clients, colleagues and other stakeholders.
- An ability to work independently, take ownership of tasks and projects, and contribute effectively within a wider team.
- Good IT skills, including proficiency in Microsoft Office applications.
- A full UK driving licence, with the ability to travel to project sites and meetings as required.

Desirable experience

- Previous experience in Travel Planning, sustainable transport, behaviour change or a related discipline.
- Experience of managing projects, budgets and client relationships.
- Experience of developing and delivering communications, promotional campaigns or stakeholder engagement activities.
- Experience of preparing Travel Plans, undertaking travel surveys or monitoring sustainable transport initiatives.
- Knowledge of UK transport planning policy and sustainable travel initiatives.

We recognise that candidates may bring different combinations of experience and skills. We are therefore happy to consider applicants from a range of professional backgrounds who can demonstrate the skills, attributes and willingness to learn needed to succeed in the role.

Why join TPS?

TPS is an independent transport consultancy with a strong focus on sustainable transport. Our specialist Travel Planning team provides a distinctive opportunity to develop expertise in the practical implementation of Travel Plans across a wide range of projects.

We are a collaborative and supportive business, where people are encouraged to take responsibility, share ideas, develop their skills and contribute to how we work.

Joining TPS will give you the opportunity to:

- Work on a diverse range of sustainable transport projects across the UK.
- Develop specialist knowledge and experience in Travel Plan implementation and behaviour change.
- Take ownership of projects and build relationships with clients and stakeholders.
- Contribute ideas and help shape the development of our services.
- Benefit from the support and experience of an established team, with opportunities for training, mentoring and career progression.
- Enjoy a flexible working environment that recognises the importance of a healthy work-life balance.

What we offer

We provide an attractive employment package, including:

- 28 days' annual leave, including three days between Christmas and New Year, plus additional leave for long service.
- Flexible working arrangements, including opportunities for hybrid working.
- Formal Time Off in Lieu policy.
- Structured training and professional development opportunities.
- Employer pension contributions.
- Discretionary annual profit-share bonus scheme.
- Cycle to Work & Electric Vehicle salary sacrifice schemes.
- Healthcare Cash-back Plan.

Interested in joining us?

We would love to hear from you.

Whether you already have experience in Travel Planning or have developed relevant skills in a related field, we are interested in finding the right person to join our team.

We recognise that the right opportunity can look different for different people, and are happy to discuss experience, working arrangements and how the role could develop.

For further information about TPS, please visit www.tpsconsultants.co.uk.

If you would like an informal conversation about the opportunity, please contact:

John Hacker
Email: john.hacker@tpsconsultants.co.uk
Telephone: 07747 563606

How to apply

Please send your CV and a covering letter outlining your relevant experience, skills and interest in the role to:

john.hacker@tpsconsultants.co.uk