



# PACTO

Pembrokeshire Association of Community Transport Organisations  
Cymdeithas Mudiadau Cludiant Cymunedol Sir Benfro

## Take Me Too! Project Coordinator - Job Description

<b>Base</b>	County Hall, Haverfordwest. With travel throughout Pembrokeshire.
<b>Hours:</b>	21 hours per week. Weekend and evening working may be required, for which time off in lieu will be provided. The Coordinator will be expected to participate in a weekend on-call rota.
<b>Salary:</b>	£14,730 actual (NJC Spinal Point 29 pro rata) plus stand-by allowance of £25 per weekend on call.
<b>Line Managed By:</b>	PACTO Community Transport Development Manager
<b>Responsible For:</b>	The other members of the Take Me Too! Project Team: <ul style="list-style-type: none"><li>- Part-time Project Assistant</li><li>- Promotions Assistants (casual roles, to assist with promotion at events)</li></ul>

**This position is funded by the National Lottery through the Big Lottery Fund and is a Fixed Term Contract for 5 years from the date of appointment.**



### **Purpose of the post:**

To coordinate the Take Me Too! project to develop and promote a new system for lift-sharing across rural Pembrokeshire.

### **Main duties:**

1. To assist with selecting a digital agency to fulfil the project's website, app and software development requirements, and liaise closely with them during the development phase, and throughout the project, to ensure the system produced meets our needs and specification.
2. To develop links with key partners, such as community events, facilities and activity organisers, who would like to promote liftsharing to their activities.
3. To establish and coordinate a project Sounding Board of stakeholders who can assist with the development of the project.

4. To develop and implement a marketing plan to promote Take Me Too! to potential drivers and service users, including use of social media, printed media, merchandise, events and word of mouth/networking.
5. To pro-actively recruit drivers and users to the Take Me Too! project.
6. To establish and operate systems for the verification of drivers and passengers registering with Take Me Too! with support from the Project Assistant.
7. To develop and implement a Code of Conduct for Take Me Too! drivers and passengers.
8. To develop, coordinate and support a pool of drivers who can assist more vulnerable service users (such as adults with learning disabilities, sensory impairments or mental health issues), including identifying and procuring relevant training, DBS checks etc.
9. To supervise and line manage the Project Assistant and Event Promotions Assistants.
10. In conjunction with the Project Assistant, to provide a telephone booking service, allowing "offline" access to the Take Me Too! project.
11. To manage, and participate in, an on-call rota to ensure support is available to users over the weekend, if required.
12. To develop, coordinate and administer a system to provide a guaranteed lift home in the event that lift-sharing arrangements fall through.
13. To gather user feedback and monitor activity, and identify and implement improvements if necessary.
14. To establish regular communication with Take Me Too! users to share information such as news about the project, training and safety messages, for example via e-newsletters or social media.
15. To collate information for project monitoring and evaluation and assist in the preparation of reports for Trustees, the Big Lottery Fund and others.
16. To develop awareness of other liftsharing initiatives and developments in the UK and further afield.
17. To assist with planning for the future of Take Me Too! after the end of Lottery Funding, including identifying and developing potential income streams.
18. To carry out any other duties by negotiation with the line manager as may be required from time to time.

## Person Specification

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Enthusiasm for the project and its aims – a genuine commitment to getting liftsharing working for Pembrokeshire.

Experience of:

- Project management
- Publicising and promoting a project or service, including use of social media.
- Liaising with IT/Website/Software/App developers.
- Keeping methodical and systematic records
- Working on own initiative with commitment and enthusiasm

Awareness of:

- Relevant legislation, including Data Protection, Adult Safeguarding and Car Sharing.
- The transport needs of rural communities in Pembrokeshire.

Ability to:

- relate well to people from a variety of different backgrounds
- work flexible hours including some evening and weekend work
- travel throughout Pembrokeshire for work
- communicate through the medium of Welsh (desirable but not essential)