



Project Administrator for Walking and Cycling Bus Programme

Organisation: Walk Ride Greater Manchester CIC (Walk Ride GM)

Application closing date: 3rd April

Interview dates: 23rd/24th April

Location: Greater Manchester (Manchester and Trafford focus)

Duration: 12 months (may be extended if additional funding identified)

Expected start date: May 2026

Contract value: £14,400 (workload is expected to be equivalent to approx 9 days per month)

Reporting to: Walking and Cycling Bus Coordinator, Walk Ride GM

Working with: Manchester City Council, Trafford Borough Council, Transport for Greater Manchester (TfGM), Mums for Lungs, schools and community partners

Do you want to be a part of a unique opportunity to help shape the UK's first coordinated walking and cycling bus network and influence national policy and practice?

Walk Ride GM is seeking a freelance contractor to provide administrative support to our Walking and Cycling Bus pilot programme.

How to apply

To apply for this contract, please provide a CV/Bio and a covering letter setting out how you meet the experience required.

Please email to: cazz.ward@walkridegm.org.uk by the closing date of **3rd April**. *Please note: we welcome the use of AI tools to help with drafting and formatting but your application should not be AI-generated.*

Introduction

Our project aims to develop an innovative, region-first pilot to establish, test and scale walking and cycling buses across Greater Manchester. It responds to the current reliance on small, isolated schemes that depend heavily on a few committed parents and often struggle to grow or sustain momentum and aims to produce a practical, evidence-based blueprint for local authorities. By combining community-led lived experience with local

authority data, infrastructure and governance required to scale sustainably, the project will show how walking and cycling buses can become a routine part of everyday school travel across Greater Manchester.

By funding a dedicated Walking and Cycling Bus Coordinator to work initially across Manchester and Trafford, the project will provide shared capacity for route development, volunteer support and partnership working. Using existing council data and collaborating with schools, community groups and local authorities, the project will help connect multiple schools along shared corridors and reduce duplication of effort.

The overall aim is to produce a practical, evidence-based approach that enables walking and cycling buses to become a normal, sustainable part of everyday school travel, with learning that can be shared across the city region and beyond. The project will be managed by Walk Ride GM and supported by Mums For Lungs, Manchester City Council, Trafford Council and Transport for Greater Manchester (TfGM).

Role Purpose

The Project Administrator will provide essential coordination and administrative support to the Walking and Cycling Bus Coordinator, helping ensure smooth delivery across multiple schools, partners and community groups.

The role focuses on planning, scheduling and coordination tasks, freeing up the Coordinator to focus on route development, relationship-building, delivery and evaluation. It is a key enabling role within a complex, multi-partner project.

Key Responsibilities

Coordination and Scheduling

- Organise and schedule meetings with schools, councils, partners and volunteers
- Prepare agendas, circulate papers and take clear notes and actions
- Maintain shared calendars, contact lists and project trackers

Volunteer and Parent Coordination

- Support coordination of parent volunteers, including maintaining registers and contact details
- Assist with communications to parents and volunteers (emails, sign-up forms, reminders)
- Track volunteer onboarding requirements such as DBS checks and training attendance

Training and Event Planning

- Support planning and logistics for walk leader and ride leader training sessions
- Coordinate venues, bookings, attendee lists and materials
- Assist with organisation of community engagement events and project meetings

Monitoring and Evaluation Support

- Support data collation for monitoring and evaluation (e.g. hands up surveys, attendance numbers, survey returns)
- Support scheduling of installations and collection of location details and permissions for Telraam traffic sensors
- Maintain basic records of traffic sensor locations and installation dates and coordinate response to any queries

General Project Administration

- Maintain organised digital filing systems for project documents
- Assist with preparation of progress updates and reports
- Provide general administrative support to the project team as required

Experience required

Essential

- Experience in an administrative or coordination role
- Strong organisational skills and attention to detail
- Confidence communicating by email and phone with a range of people
- Ability to manage multiple tasks and deadlines
- Comfortable using common digital tools (email, spreadsheets, shared documents)

Desirable

- Experience supporting community or volunteer-led projects
- Experience working with schools or local authorities
- Interest in walking, cycling, health or community projects

Additional Information

- Flexibility around working hours within the school term is desirable
- Some evening or occasional weekend work may be required for events or training
- The role will be predominantly based in Manchester and Trafford. Whilst some remote working is possible, the role holder will need be based in or near to the local area
- We are also able to consider any requirements for flexible working within the constraints of the delivery timetable