

Walking and Cycling Bus Coordinator

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

Application closing date: midday 24th March 2026

Interview dates: 1st/2nd April 2026



Location: Greater Manchester (Manchester and Trafford focus)

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

Expected start date: May 2026

Salary: £38,000

Reporting to: Cazz, Ward, Project Lead, Walk Ride GM

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

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

Walk Ride GM is seeking a Coordinator to support our Walking and Cycling Bus pilot programme.

How to apply

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

Please email to: cazz.ward@walkridegm.org.uk by the closing date/time of **12pm on 24th March**. *Please note: we welcome the use of AI tools to help with drafting and formatting but your application should not be AI-generated.*

If you're not sure if your experience is a match for the role or you have any questions, email Cazz Ward at cazz.ward@walkridgm.org.uk for an informal chat. We'd love to hear from you!

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 Walking and Cycling Bus Coordinator will lead the delivery of the pilot scheme, acting as a single point of contact between schools, parents, volunteers, councils and delivery partners. This will be focused in Manchester and Trafford.

The role exists to move walking and cycling buses beyond isolated, volunteer-led initiatives and towards a coordinated, evidence-led network that can be sustained and scaled. The postholder will be responsible for route planning, volunteer recruitment and training, safeguarding, community engagement. They will also support monitoring and evaluation.

By the end of the contract, the Coordinator will have established multiple sustainable walking and cycling bus routes and developed a replicable delivery model and helped to produce a blueprint for wider rollout.

Key Responsibilities

Programme Coordination and Delivery

- Lead day-to-day delivery of the Walking and Cycling Bus pilot across Manchester and Trafford
- Act as the central link between schools, councils and other regional bodies, community partners and volunteer leaders

- Coordinate delivery across multiple schools and shared corridors, reducing duplication and volunteer fatigue
- Collaborate with the Walk Ride GM Project Lead and Project Administrator to ensure milestone dates are met on time and within budget

Route Planning and School Engagement

- Research and connect with other established bike and walking buses across the region and nationally to pull together learnings
- Work with schools and their surrounding communities to identify the barriers and solutions for travelling actively
- Work with council officers to identify and prioritise schools and corridors using council datasets (e.g. pupil postcode mapping, School Streets data) and to design safe, inclusive walking and cycling routes
- Support schools through permissions, risk assessments and operational planning

Volunteer Recruitment, Training and Support

- Work alongside schools and community groups to recruit, train and support volunteer walk and ride leaders
- Coordinate delivery of walk leader and ride leader training with partners such as Cycling UK, BikeRight and TfGM
- Establish and maintain peer support networks for volunteers across schools
- Ensure safeguarding, DBS checks, insurance and risk management processes are in place and followed

Community Engagement and Behaviour Change

- Support schools and communities to run visible, inclusive and welcoming walking and cycling bus activities
- Encourage participation from under-represented groups, including families in deprived areas and those less confident travelling actively
- Work with pupils to co-produce route maps, posters, surveys and engagement materials
- Support community events, launches and celebration activities that build local ownership

Monitoring, Evaluation and Learning

- Work with schools to collect participation data, hands-up surveys and parent feedback (data will also be collected through automated Telraam traffic sensors)
- Contribute to the project's theory of change, logic model and evaluation framework
- Produce regular updates, case studies and help to produce the final evaluation report

Partnership and Reporting

- Work closely with officers in Manchester City Council and Trafford Council across Highways, Public Health and Sustainable Transport teams
- Liaise with TfGM on data, training and evaluation inputs
- Provide monthly progress reports to the project steering group and attend project meetings
- Contribute to shared learning events and dissemination activities

Experience required

Essential

- Experience of coordinating community-based projects involving multiple stakeholders
- Understanding of walking, cycling and/or active travel behaviour change
- Experience of working with or managing volunteers
- Confidence with engaging with schools, parents, councils and community groups
- Experience of project planning, delivery and reporting against agreed outcomes
- Understanding of safeguarding, risk assessment and inclusive practice
- Excellent communication and relationship-building skills
- Ability to work independently, manage competing priorities and meet deadlines

Desirable

- Experience working on school travel, School Streets, walking buses or bike buses
- Familiarity with local authority processes and partnership working

- Understanding of equality, diversity and inclusion in transport 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 postholder may be expected to travel across Greater Manchester but the role will be predominantly based in Manchester and Trafford
- The role may be appointed as one full-time position or two part-time posts (e.g. Manchester/Trafford split)
- We are also able to consider any requirements for flexible working within the constraints of the delivery timetable