



## Road Safety Advocacy Officer – Job Description

August 2021

### Summary

The Parliamentary Advisory Council for Transport Safety (PACTS) wishes to appoint an Advocacy Officer, a central role within the organisation. This has been made possible by a grant from The Road Safety Trust and the work is therefore primarily focussed on advocacy relating to projects funded by the Trust.

- Location: Westminster or homebased with office visits
- Salary: £28,000-£34,000 per annum + 10% employer pension contribution
- Hours: 5 days per week (37.5 hours) or less (see below)
- Leave: 25 days per annum plus bank holidays
- Contract period: two years, may be extended by agreement.

Occasional travel within the UK and overseas may be necessary. Occasional evening working (mainly travel or events) may also be required.

### About PACTS

PACTS is a leading multi-modal transport safety think-tank, connected to the UK Parliament. Established in 1982, it has a small staff based in a Westminster office located close to the Houses of Parliament. It is a registered charity and company limited by guarantee. PACTS is an active, founder member of the European Transport Safety Council.

PACTS' charitable objective is "To protect human life through the promotion of transport safety for the public benefit". It is non-party political, independent of government and the civil service. It brings together transport safety specialists from the public, private, research and professional fields to advise and inform Parliamentarians, Government and civil servants on road, rail and aviation safety issues. Its income comes from members' subscriptions (over 100 organisations), sponsorship, research grants, conferences and events.

PACTS normally holds two conferences a year and the Westminster Transport Safety Lecture. It also organises ad hoc seminars, briefings or similar events. It has working parties on road, rail and aviation safety, which provide specialist technical expertise to the secretariat.

PACTS undertakes a variety of research. This includes short briefing papers, consultation responses and substantial research projects. It may do this in-house, in collaboration with partners, or contract it out. For recent publications see [News & Publications Archive | PACTS](#)

## **About The Road Safety Trust**

The Road Safety Trust is the largest independent UK grant-giver in road safety. The charity was established in 2014 and up to April 2021 has awarded £3.9m to 56 different projects, including some run by PACTS. The Trust will work with PACTS to identify which of its funded projects have the potential for influencing policy and legislation as a focus of this postholder's work. More information about the Trust is available through its website [www.roadsafetytrust.org.uk](http://www.roadsafetytrust.org.uk)

## **The post**

The post involves the following main tasks:

- Championing the key policy messages emerging from road safety initiatives funded by The Road Safety Trust;
- With the Executive Director, leading PACTS' engagement with UK Parliamentarians;
- Monitoring of UK Governments and Parliaments for road safety activity and opportunities to advance road safety;
- Take a lead role in overall dissemination and advocacy of research outputs from The Road Safety Trust, PACTS and other reliable sources;
- Develop campaign briefings and related materials;
- Contribute to consultation responses and policy development;
- Work in collaboration with other PACTS core staff, particularly the Senior Research and Policy Officer and the Communications Officer;
- Involvement in PACTS Road Safety Working Parties – a source of technical expertise;
- Assistance with PACTS events and other related tasks. (PACTS is a small organisation and staff roles and responsibilities are constantly evolving.)

The work programme will be agreed in advance at regular meetings held with The Road Safety Trust. The primary focus will be on the overall dissemination and advocacy of research outputs from projects funded by The Road Safety Trust. The balance between tasks will vary over time and as the situation requires.

The Advocacy Officer will report to the PACTS Executive Director. Team working with other PACTS staff will be required.

## **Requirements**

To fill this post, we are looking for someone with evidence of the following:

### **Qualifications**

- A degree in government, communications or a transport-related discipline;

### **Essential capabilities**

- Knowledge of transport, health, environment, economics, management, social policy, politics or a related discipline;
- Proven communication and campaign skills;

- Excellent writing skills, particularly in an applied research situation;
- An ability to communicate specialist technical knowledge to a non-specialist audience;
- An ability to understand statistics and to clearly present key findings;
- An ability to source and analyse information from government, academia, stakeholders, PACTS contacts and others;
- IT skills – mainly MS Office (Word, Excel, PPT and Outlook);
- Good organisational skills and working to deadlines;
- An ability to work unsupervised and to use initiative;
- Enthusiasm and the ability to take a key role in an organisation with a small staff;
- A willingness to be flexible in roles and responsibilities.

#### Desirable

- A knowledge of road safety;
- A knowledge of the operations of UK Parliament, government or local government;
- Social media skills, particularly Twitter and WordPress;
- Design and graphics skills.

#### Hours

The post is for 5 days per week (37.5 hours). We welcome applicants seeking flexible working, such as reduced hours or home-based work. Some office visits will be required.

Like other organisations, we have largely worked from home during the pandemic, in line with government rules. We are now making a partial return to the office on a flexible basis, taking account of the situation of each team member. We anticipate more hybrid working arrangements in future.

#### To apply

To apply, please send

- a short covering letter explaining your ability to meet the requirements listed above;
- your CV;
- an extract from a recent report, briefing, campaign material or similar that you have been involved in producing – maximum of 4 pages.

Remember to include your postal and e-mail addresses and phone number, for contact purposes.

Please send this to David Davies, Executive Director, at [david.davies@pacts.org.uk](mailto:david.davies@pacts.org.uk)

**Closing Date** – Sunday 26 September 2021 (midnight).

Interviews will be held in October. References may be taken up in advance.

**Start date:** This will be subject to negotiation. The post is available from October 2021.

Please note that we cannot guarantee to acknowledge receipt of applications. Those not contacted by the interview date should assume they were unsuccessful.

## Access

The PACTS offices are currently located on the ground floor – no steps. However, this cannot be guaranteed beyond 2021.

## Further information

More details about PACTS can be found at: [www.pacts.org.uk](http://www.pacts.org.uk)

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