

Project Management Support

Please read in conjunction with document 01 LA_CA Partner Expressions- Bikeability Development Pilots - to provide full project information.

Background

The Bikeability Trust requires an experienced project management consultant to coordinate across several pilot projects. The work will be overseen by the Director of Development and will involve; managing stakeholders' groups, overseeing project tasks from mobilisation through to evaluation stage. Other general tasks to enable smooth project delivery such as admin, arranging meetings, reporting and following up with suppliers.

Delivery Period

October 2026 to March 2028 (subject to annual funding approvals).

Objectives

The consultant will:

- Manage aspects of pilot project delivery.
- Coordinate stakeholders.
- Support supply chain commissions and management.
- Support local delivery partners.
- Support co-design events.
- Coordinate reporting from suppliers.
- Write briefings, plans and information documents.
- Work alongside trust colleagues and other commissioned consultants to deliver against agreed project deliverables and timelines.
- Attend 1:1 and group meetings and agree hours in advance of completing any work.
- Complete a weekly timesheet to document tasks completed.

The trust has a standard consultant hourly rate of £34.44 per hour, and all hours are agreed on a month-by-month basis. Depending on the number of consultants contracted the annual budget available is between £10,000 - £15,000.

Work will be on an hourly basis and would suit someone looking for 1 or max 2 days a week during mobilisation and less during quieter periods. Hours cannot be guaranteed as it will

depend on the needs of the projects and available budget but will be agreed monthly. Delivery of hours can be flexible, working remotely and you would need to provide your own IT equipment and follow data protection and cyber secure practices.

You must hold professional indemnity insurance to the value of £1M.

The trust reserves the right to end agreements subject to the any breaches as outlined in our terms of our consultant contract (which will be supplied to shortlisted consultants).

The consultant must have a sound and demonstratable knowledge of bikeability and active travel, successful project management and experience of working with a range of partners.

It is our intention to create a list of consultants who can be called on over the next 3 years.

The consultant is responsible for their own tax affairs and must submit invoices at agreed deadlines, subject to timesheet approval.

How to Express Interest

To register you expression of interest, please send an overview of how you will be able to meet the criteria – in no more than 2 pages in a word doc format, to beccy@bikeabilitytrust.org by **5:00pm on the 13th of October 2026.**

Please note the hourly rate listed above is the maximum available, so please do not submit expressions if you are looking for a higher rate.

Applications will be reviewed and successful applicants will be notified late October for initial discussions to start.

If you are not contacted by the end of October – please indicate in your expression if you would like us to retain your details to be contacted about future opportunities.