



Role Descriptions

About FTVG

The Future Transport Visions Groups (FTVG) is a volunteer-led research initiative funded through the Rees Jeffreys Road Fund (RJRF). It aims to provide transportation professionals in the early years of their career a means to access funding to pursue research interests and to foster cross-sector collaboration in common areas of interest.

FTVG runs in an 18-month cycle; inviting expressions of interest and organising individuals into themed collaboration workshops to help them find participants and form teams to take their project forward. It supports project teams during the delivery of research projects and provides oversight for the allocation of funding from RJRF. At the culmination of the initiative, FTVG assesses and awards an “Outstanding Project Award” to the most impactful team.

FTVG is formed of a Steering Group of industry leaders who provide technical assurance, feedback and are responsible for managing funding awards from RJRF. Supporting the Steering Group is a wider Committee who administer the day-to-day running of the initiative, and mentor teams through the process.

Three roles are becoming available to support and eventually lead the FTVG Committee through future funding rounds.

- FTVG Assistant Coordinator
- FTVG Treasurer
- FTVG Communications Lead

Additionally, we are looking for people to join our organising committee to help mentor and support our project teams in the next round of the initiative.

All roles are voluntary.

Applications should be emailed to info@ftvg.co.uk no later than **5pm January 26th 2024**.



FTVG Assistant Coordinator

As part of our succession planning for the FTVG initiative, we are looking for someone to act as an Assistant Coordinator from 2024, with a view to assuming more responsibilities from May 2024 and eventually become the FTVG Coordinator in 2024/25.

You will be shadowing the current FTVG Coordinator Ed Downer to help set up the next round of the initiative, developing your understanding of how the initiative is run and ensuring the programme meets its milestones.

As a volunteer, you dictate your level of involvement, although there will be times during the programme when more of your time will be needed (0.5 – 1 day per week maximum).

You will be supported by the wider FTVG Committee, Steering Group and the outgoing FTVG Coordinator.

Key responsibilities include:

- Collating Expressions of Interest and organising individual entries into topic-themed groups
- Chairing/co-chairing the Collaboration Workshops aimed at matching interested participants with people who share common research interests
- Drafting and administering funding applications between project teams and the FTVG Steering Group
- Organising/co-chairing Milestone Meetings with the FTVG Steering Group to allocate funding, provide feedback to teams and to judge the final award
- Providing support to research teams as a mentor, and to provide guidance on the overall process
- Develop a Communications Plan with the FTVG Communications Lead, Coordinator and wider Committee
- Approving invoices and expenses from project teams in line with their budgets with the FTVG Treasurer
- Organising/co-chairing progress meetings with the rest of the FTVG Committee
- Ensuring the main milestones of the initiative are met and projects are completed on time
- Supporting teams to publicise and promote their projects and to distribute awards and certifications at the end of the process

Please send a CV and a covering letter of no more than 500 words outlining your suitability for the role, outlining:

- What you feel you would bring to the role
- Availability for the role, and how you plan to manage your time to accommodate its responsibilities
- Proposed areas of focus for when you become the FTVG Coordinator

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