



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 Communications Lead

As part of our succession planning for the FTVG initiative, we are looking for someone to take on a new role as Communications Lead.

The role is currently discharged by current FTVG Coordinator Ed Downer, with an emerging partnership with Landor Links. You will be shadowing Ed 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:

- Developing a Communications Plan with the FTVG Coordinator, Assistant Coordinator and wider FTVG Committee
- Working with Landor Links to broaden linkages with external organisations and institutions
- Administering the FTVG web account and distributing queries to the relevant person in the FTVG committee
- Running the FTVG LinkedIn and Twitter pages to keep them regularly updated with content and news
- Sending comms to participating teams to remind them of key milestones in the process and to circulate comms on funding awards, Steering Group feedback, etc.
- Collating Expressions of Interest and organising individual entries into topic-themed groups with the FTVG Coordinator and Assistant Coordinator
- Publicising the Collaboration Workshops aimed at matching interested participants with people who share common research interests
- Authoring project feature articles for the FTVG website, with inputs and quotes from the participating teams, and ensuring these are publicised on social media channels
- Updating the FTVG website as required with programme and personnel updates, and news articles and research publications

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 Communications Lead

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