



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 Treasurer

As part of our succession planning for the FTVG initiative, we are looking for someone to take on the role of Treasurer.

The role was previously discharged by Andy Pike. Andy has handed over his role in and will provide you with a detailed breakdown of key processes and considerations.

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:

- Liaising with our funding partners at Rees Jefferys Road Fund (RJRF) and the Chartered Institute of Highways and Transportation (CIHT) to ensure funding is transferred and released at key milestones
- Monitoring FTVG budgets for research projects and for the administration of the initiative
- Highlighting potential overspend risks and project surpluses as and when they arise
- Acting as the first point of contact for invoicing and funding claims from participants in the initiative
- Checking and processing invoices and claims for approval by the FTVG Coordinator
- Advising on funding conditions and working with project groups to use their finances most effectively
- The role does not include setting project budgets or reviewing funding requests, this will be assessed on a case-by-case basis by the FTVG Steering Group

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 Treasurer

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