FTVG

Volunteer Opportunity: FTVG Assistant Coordinator

About FTVG

The **Future Transport Visions Groups (FTVG)** is a volunteer-led research initiative funded by the **Rees Jeffreys Road Fund (RJRF)**. It aims to provide early-career transport professionals with opportunities to access research funding, explore areas of shared interest, and foster cross-sector collaboration.

FTVG operates on an **18-month cycle**, inviting expressions of interest and hosting themed collaboration workshops to help participants connect, form project teams, and develop funded research projects. Throughout each cycle, FTVG supports teams in project delivery, oversees the allocation of RJRF funding, and concludes by presenting the **Outstanding Project Award** to the most impactful initiative.

FTVG is led by a **Steering Group** of industry leaders who provide technical assurance, feedback, and funding oversight. Supporting them is a wider **Committee** that manages the day-to-day running of the initiative and mentors participating teams through the process.

A role has now become available to support the FTVG Committee through future funding rounds:

- **FTVG Assistant Coordinator**

FTVG Assistant Coordinator

We are looking for a motivated individual to join FTVG as an **Assistant Coordinator** from November 2025, with a view to taking on increased responsibilities from February 2026 and, as part of succession planning, eventually becoming the FTVG Coordinator in 2027/28.

You will be shadowing the FTVG Coordinator **Mostafa Kazemi,** to help plan and deliver the next round of the initiative, gaining a detailed understanding of how FTVG operates and ensuring that the programme meets its milestones.

This is a **volunteer position**, and you can set your own level of involvement, typically **0.5 to 1 day per week**, with occasional peaks during key stages of the programme. You will be supported by the wider FTVG Committee, Steering Group, and former Coordinator **Ed Downer**.

Key responsibilities

- 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

How to Apply

Please email your **CV** and a **cover letter (max 500 words)** to info@ftvg.co.uk by **5pm, 31 October**.

Your cover letter should outline:

- What you feel you would bring to the role
- Your availability and how you plan to manage your time to accommodate its responsibilities.

This is a voluntary role.