FTVG

Volunteer Opportunity: FTVG Communications Lead

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 Communications Lead**

FTVG Communications Lead

As part of our succession planning, FTVG is looking for a motivated and creative individual to step into the role of **Communications Lead** from **November 2025**.

You will be shadowing the FTVG Coordinator **Mostafa Kazemi,** to help plan and deliver the next round of the initiative, organising and chairing online collaboration workshops and coordinating/chairing meetings with the Steering Group who oversees our work.

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

- Developing a Communications Plan with the FTVG Coordinator, Assistant Coordinator and wider FTVG Committee
- Working with external organisations to broaden linkages and reach
- Administering the FTVG web account and distributing queries to the relevant person in the FTVG committee
- Running the FTVG LinkedIn 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
- Hosting and facilitating collaboration workshops with the FTVG Coordinator and ensuring they run to time
- Organising and hosting quarterly meetings with the FTVG Steering Group and chair sessions, ensuring project team updates are delivered to time
- 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

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.
- Proposed areas of focus for when you become the Communications Lead

This is a voluntary role.