
SAMPLE FUNCTIONS AND SKILLS OF A TRAVEL PLAN CO-ORDINATOR

A travel plan has a much greater chance of success if there is a single person or team within an organisation responsible for its development and ongoing delivery of the plan. This could be a full or part-time workplace travel plan co-ordinator, an existing HR staff member, facilities manager or sustainability officer, or a committed volunteer. The table below shows what the role involves, and the skills needed.

Function description	Desirable skills
Responsible for day-to-day management of travel plan	Well organised, ability to work independently and manage a project with minimal supervision
Liaise with internal and external stakeholders to ensure effective implementation	Excellent communication and interpersonal skills, confident dealing with senior internal and external stakeholders
Oversee the travel survey, site and policy assessment audits, and responsible for monitoring, tracking and reporting on progress	Good numeracy skills and ability to interpret data
Oversee engagement and marketing, and key point of contact for travel plan	Understanding of marketing and how to change people's behaviour
Coordinate development and design of travel plan	Willing to be a 'champion' for the travel plan