# Buckinghamshire Council logo

# STP Co-ordinator

**Role description:**

The STP Co-ordinator organises the development and implementation of the travel plan. They are the main point of contact for the school’s sustainable travel projects.

**Main areas of responsibility [[1]](#footnote-1)**

# Initiatives and Strategies

* Chair working group meetings
* Manage Modeshift STARS
* Manage on-site projects
* Manage Walk to School Week
* Manage challenges/competitions
* Provide guidance and support for initiatives
* Succession planning

# Promotion and Publicity

* Induction talks to new parents
* Contribute/review school welcome pack
* Communicate with press and outside agencies
* Presentations to staff, governors and outside agencies
* Conduct assemblies at school
* Source sponsorship where appropriate
* Produce/review school travel contribution to school or working group newsletter
* Produce/review school travel section of website

# Liaison

* Report to Governing Body
* Liaise with Parish Council, Road Safety, Safer Routes to School other schools
* Attend Bucks STP co-ordinator meetings and School Travel Conference
* Liaise with Headteacher
* Disseminate information to working group and school representatives

# Monitoring

* Collate Hands-Up survey. Ensure data is uploaded to STARS or submitted to Sustainability Services Team
* Prepare, analyse and report results of parent surveys
* Review and populate the school’s STARS profile, including applying for accreditation
* Provide input to, and update School Development Plan

1. Please note this list has been produced as an example, to give schools an idea of the tasks that need to be undertaken to maintain a successful school travel plan. [↑](#footnote-ref-1)