

# Sample functions and skills of a travel plan coordinator

**DESCRIPTION:** A Travel Plan has a much greater chance of success if there is a single person or a team within an organisation responsible for the development and ongoing delivery of the Plan. This could be a full or part time workplace Travel Plan coordinator, an existing HR resource, Facilities Manager or Sustainability Officer, or a committed volunteer. Some of the functions delivered by and the skills needed for this role are shown below.

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 inter-personal skills, confident dealing with senior internal and external stakeholder.
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.