

Job Description



Job Title:	Cycling 4 All Officer
Location:	Alyn Waters Country Park, Wrexham
Responsible to:	Head of Programmes & Partnerships
Responsible for:	Volunteers
Number of hours per week:	22.5 hours - 1 st April to 31 st October 15 hours - 1 st November to 31 st March
Salary:	£21,754 FTE (pro rata: £13,052.40 for 22.5hrs/£8,701.60 for 15hrs)

Purpose of the job

Develop and deliver Cycling 4 All, trading as Pedal Power, at Alyn Waters Country Park in line with the needs of service users and assist in the development, planning and delivery of a variety of outdoor, community cycling projects and activities as applicable.

Cycling 4 All in North Wales is an all ability cycling project with a specially built track and a wide range of specialist trikes, bikes, tandems and wheelchair cycles meaning that people with many different abilities can experience the joy and health benefits of cycling. The service is based at Alyn Waters Country Park near Wrexham, and attracts users from all over north-east Wales. Our aims are to improve people's chances in life by increasing the range of opportunities to be active, to enhance the life skills of both users and the volunteers who support them, and to enable people to lead healthier and more active lives.

Cycling 4 All has been delivering a quality bike hire service for the disabled community in North Wales for ten years. The service was initially established with a Big Lottery grant, with assistance from the Health Board and Wrexham County Borough Council, and managed as part of Groundwork North Wales' portfolio of projects. As a consequence of planned reductions in public sector funding and with the objective of ensuring sustainability, Cycling 4 All was established as a separate organisation in January 2015, and registered as an independent charity in May 2015.

Summary of Main Responsibilities

Programme Delivery

Deliver the Pedal Power Service at Alyn Waters Country Park in line with the needs of service users ensuring:

- Bikes are set up for delivery and put away at the end of the day.

- The correct bikes are identified for each individual and relevant adjustments are made to each bike for safe cycling.
- The safe and enjoyable use of the bikes through carrying out regular risk assessments on individuals and ensuring suitability of bikes and on cycle routes used.
- Client interaction is maintained, ensuring the safe and enjoyable use of the bikes and constant recording of those attending.
- Cover is arranged for delivery of the service in your absence.

Develop, deliver and monitor projects, activities and services in line with agreed timescales, within set budgets, ensuring these are delivered in a high quality, profitable way and any processes and evidence requirements of Awarding Bodies and funders are adhered to.

Work flexibly as part of a team and across teams, including occasional weekend working.

Business Development

Research and identify potential new opportunities that the charity could develop and deliver. Support the development of and generate new ideas to ensure well written, realistic and achievable bids and tenders are submitted which contribute towards the charity's Business Plan objectives.

Assist with putting together necessary documentation in support of funding bids for projects and programmes as required.

Assist in the creation, sharing, planning and organising of innovative ideas for potential projects such that they can be realised in a practical, profitable and timely way as products and services provided by the Trust.

People Management

Identify, develop and provide opportunities for volunteers and work placements to get involved in project activities.

Recruit, induct, train, supervise and support volunteers and work placements in the delivery of projects and activities, providing and documenting 1:1 support and supervision sessions and any additional support identified is provided, recorded and evidenced.

Financial Management

Obtain quotes, handle petty cash and order project materials and services within allocated budgets ensuring correct expenditure.

Administration

Prioritise workload and show initiative to ensure deadlines are met and tasks are carried out effectively.

Maintain, update and process Pedal Power project administration and keep accurate project records, including: booking forms, log books, questionnaires, user numbers and project databases.

Ensure completion of and adhere to data protection policy in maintaining confidential records in relation to health screening questionnaires completed by clients.

Marketing and Communication

Attend and contribute to project, team and Cycling 4 All Trustee meetings as required.

Prepare and distribute appropriate communication and publicity materials in conjunction with the marketing team, attending and supporting the running of fundraising events where applicable.

Build partnerships and network effectively with other organisations, agencies and initiatives in order to progress the service towards ensuring sustainability.

Represent Cycling 4 All & Groundwork professionally, to internal and external contacts as required assisting with the promotion of projects and broader activities as applicable.

Performance Monitoring & Reporting

Record, collect, evidence and submit performance measures as required.

Be aware of all targets and performance measures relevant to your business area and support the team to achieve them.

Ensure completion and submission of evaluation forms by clients using the Pedal Power service.

Other Duties

Ensure compliance with the Trust's Health & Safety Policy and other established policies and procedures, assisting with risk assessment and good health and safety management for activities.

Be responsible for any equipment used including cleaning and maintenance.

Any other reasonable duties as may be requested by your line manager.

The attached list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none">• Educated to HND / Degree level or equivalent or experience of working on similar projects.• Experience of planning, working with and delivering cycling and/or outdoor activities for adults and children with learning disabilities, physical disabilities and/ or mental health.• Passion for cycling and outdoor experience.• Competent and experienced at riding bikes and in outdoor activities.• Excellent IT Skills.• Understanding of health & safety and its application in work practices.	<ul style="list-style-type: none">• First Aid Training• IOSH Working Safely Training• Bike maintenance knowledge and experience.

People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Experience of managing staff and supervising volunteers. • Ability to explain and train others in own work tasks and duties 	
Judgement & Initiative	<ul style="list-style-type: none"> • Ability to work on own initiative and as part of a team. • Ability to plan and prioritise workload effectively. • Good organisational skills. • Ability to meet set targets and deadlines. • Confident and enthusiastic. 	
Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to communicate effectively with the public and volunteers. • Ability to work with individuals at a variety of levels, internally and externally and in a range of organisations. • Ability to provide confidence, inspiration and encouragement. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh.
Resources	<ul style="list-style-type: none"> • Ability to handle petty cash, obtain quotes, & order project goods and services. • Ability to keep accurate project records. • Ability to record and ensure accurate records of expenditure. • Experience of preparing annual budgets in order to meet the business plan. 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. • Ability to maintain confidentiality as required. 	
Other	<ul style="list-style-type: none"> • Ability to demonstrate the qualities ‘Genuine, Reputable, Enterprising, Energising & Needs Driven’ in line with Groundwork North Wales’ GREEN values. • Full driving licence. • Appreciation and understanding of Welsh heritage and culture. 	