

Job Description

**Job Title:**

Cycling 4 All Officer

Location:

Alyn Waters Country Park, Wrexham

Responsible to:

Head of Operations

Responsible for:

Volunteers and Beneficiaries

Number of hours per week:

15 hours (2 full days)

Salary:

£22,407 FTE (£8,963 pro rata)

Purpose of the job

Develop and deliver Cycling 4 All, trading as Pedal Power, at Alyn Waters Country Park in line with grant funders requirements, delivering a variety of outdoor, community cycling projects and activities as applicable. The role will require the applicant to have experience with supporting young people with varying abilities.

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.
- Excellent knowledge of bike maintenance experience needed in order to support the delivery of bike maintenance skills training for young people.

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 with other Cycling Officers and Volunteers to ensure all customer needs are met and service is consistently provided across the delivery days.

Business Development

Support the development of and generate new ideas.

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

People Management

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

Supervise and support volunteers in the delivery of projects and activities.

Financial Management

Handle petty cash and order project materials and services within allocated budgets ensuring correct expenditure.

Administration

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.

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. • Excellent bike maintenance knowledge and experience. • Experience of planning, working with and delivering cycling and/or outdoor activities for adults and children of all abilities. • 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
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, and order project goods and services. • Ability to keep accurate project records. • Ability to record and ensure accurate records of expenditure. 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. 	

	<ul style="list-style-type: none">• 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 and access to a vehicle• Appreciation and understanding of Welsh heritage and culture.	