

## Cycling UK – Cycling Development Officer

### Job Description and Responsibilities

Reports to:	Big Bike Revival and Bothy Project Manager
Direct Reports:	None
Location of Role:	Aberdeenshire
Salary:	Full time £24,000
Contract:	Until end of May 2020

### Cycling UK

Cycling UK in Scotland has track record of delivering high quality programmes that enable people to try cycling for the first time, after a period of inactivity or experiencing health conditions. Our community development approach ensures that programmes are developed with participants, local communities and organisations to match local and individual's needs.

We have been approached by Aberdeenshire Council who have an ambitious programme to support active and sustainable travel in five key communities. The award winning Integrated Travel Town programme aims to work with the local community to identify infrastructure requirements to support journeys by bike, foot and low emission transport. The infrastructure projects are supported by targeted events aimed at local, schools business and communities to create the environment for behaviour change.

### Purpose of Role

We are keen to bring our knowledge of social prescription, our community development approach and our experience of working with people with additional needs to ensure that this programme supports people in a way that enables them to have a positive experience of cycling – whatever their age, gender, ability or background – allowing them to take the first steps towards a more active life.

The purpose of this role is to provide 1:1 and group support to individuals that are not currently cycling, focusing on those that use a car for short journeys, specifically working with:

- Those that are inactive, have health conditions or live in transport poverty in five target areas: Ellon, Inverurie, Huntly, Fraserburgh & Portlethen
- People that are accessing health and wellbeing services
- Girls and young women that are at risk of being inactive

### Scope of Role

We are aware that there are many organisations already supporting people to become more active in Aberdeenshire and will work alongside these to add value and sustainability where possible. The postholder will be the first point of contact for the programme, liaising with the funder, Cycling UK colleagues and external partners to ensure that the programme is meets the needs of participants and communities.

## Specific Duties and responsibilities:

1. Identify and form partnerships with potential partners (including statutory organisations, NHS, Third Sector) in each of the target areas to facilitate access to people that would like to be engaged and ensure we are adding value to existing projects, not duplicating or competing.
2. Develop through co-design a series of bespoke programmes with partners to ensure that each area has an intervention that meets the needs of local groups and people.
3. Deliver, co-ordinate or support the delivery of the interventions: led cycle rides, bicycle maintenance sessions, 1:1 training, confidence building session, route planning workshops, cycling social evenings, bike film nights etc.
4. Support any new, sustainable community cycling activities to affiliate to Cycling UK and develop a programme to meet the needs of their participants or target group.
5. Work with the Cycling UK in Scotland Research and Evaluation Manager to investigate the barriers to active travel in each of the areas, ensuring that diverse voices are heard, and providing recommendations for future work.
6. To be an ambassador for cycling and the positive impact it can have on physical and mental well-being and community development.
7. To undertake other duties as required by the Head of Development Scotland.
8. To follow and abide by Cycling UK's policies and procedures as detailed in the Staff Manual at all times including Health and Safety, Equal Opportunities and Confidentiality.
9. Some weekend and out of hours work may be necessary, together with occasional travel to Cycling UK's head office in Guildford.

**This is a description of the job as it is presently constituted. It is the practice of Cycling UK to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is our aim to reach agreement on changes, but if agreement is not possible, Cycling UK reserves the right to insist on changes to your job description, after consultation with you.**

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

Personnel Manager: ..... Date: .....

## Aberdeenshire Cycling Development Officer - Person Specification

Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, trustee, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

Requirement	Essential	Desirable
Qualifications	Evidence of Continued Professional Development in a relevant area such as community development or outdoor education	Qualification in an appropriate area such as Community Learning and Development and/or equivalent career experience
Experience/ Knowledge	<p>Planning, organising and delivering events and training</p> <p>Project planning, delivery and tracking</p> <p>First-hand experience of engaging and working with at least one of the following; community based organisations, social enterprises, the voluntary sector or statutory public services</p> <p>Experience of community-based cycling or physical activity projects or programmes</p> <p>Experience of project management, including budgets and sessional staff</p>	Good knowledge of the Third Sector in Aberdeenshire
Skills	<p>Excellent written, spoken and presentational skills</p> <p>Ability to manage multiple tasks</p> <p>Effective and experienced user of social media – including blogs, Twitter and Facebook</p>	
Personal	<p>Self motivated, creative, entrepreneurial, outcome oriented</p> <p>Able to set own priorities and deliver within agreed timescales</p> <p>Ability to work as part of project partnership with multiple stakeholders.</p> <p>Ability and experience in building and maintaining good working relationships with partners</p>	

Other	Flexible in terms of travel and working hours including weekend and evening work.	Commitment to sharing the benefits of active travel
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Job Holder: .....  
Line Manager: .....  
HR/Office Manager: .....

Date: .....  
Date: .....  
Date: .....