

## Cycling UK – Big Bike Revival Scotland – Cycling Development Officer West Lothian, East Lothian, Midlothian, Falkirk and Scottish Borders

### Job Description and Responsibilities

Reports to:	Big Bike Revival Scotland Project Manager
Direct Reports:	None
Location of Role:	Home Based
Salary:	£24,000 pro rata
Contract:	This role is being offered part-time (4 or 5 days per week) until end of March 2020, with possibility of an extension subject to funding.

### Big Bike Revival Scotland

The Big Bike Revival Scotland is a community-based cycling programme, focused on supporting a range of local enterprises and agencies to engage with a wider audience through events, training, promotion and community activities.

### Purpose of Role

To identify partners and stakeholders to support engagement with Big Bike Revival across a designated region of Scotland.

### Scope of Role

To identify and support a broad range of community focused groups; for example, bike re-cycle centres, community organisations, social enterprises and established not for profit organisations to engage with the Big Bike Revival Scotland. BBR Scotland Officers are expected to work in partnership with local and national organisations to add value to existing work, avoid duplication and ensure the maximisation of resources.

The BBR Scotland Development Officer – East Lothian, West Lothian and Midlothian, Falkirk and Scottish Borders will be responsible for engaging with a wide range of stakeholders across their region to support BBR Scotland activities. Part of the role will be to develop community cycle clubs or other sustainable community cycling groups. These groups will target new and novice cyclists by creating opportunities to cycle in a variety of settings, in an inclusive environment, that will increase levels of physical activity, encourage cycling as a mode of transport and present pathways to different types of cycling (e.g. as a leisure activity). The resultant network of clubs will present an opportunity to address health, social and economic inequalities across a designated region. Officers will be tasked with building capacity and sustainability through the development of volunteers, the training of leaders and proactively networking Cycling UK groups across a region.

## Specific Duties and responsibilities:

1. To identify, develop and affiliate community cycle groups by engaging a broad range of communities, established groups within communities or by forming new community focused groups
2. To increase the capacity of community cycle clubs to help more people to cycle, more often and try cycling in mutually supportive and social groups; provide access to training and practical support to enable volunteers to become a qualified leaders or instructors
3. To identify and facilitate opportunities for community cycle clubs to run public engagement initiatives / events that target non-cyclists and help overcome barriers to participation; including but not restricted to access to a cycle, cycle maintenance training, come and try it social rides, confidence training and information on where to cycle.
4. Support the evaluation of BBR Scotland by ensuring the collection of monitoring and evaluation data and supporting the BBRS Research and Evaluation Manager and the Communications Manager with the generation of case studies, press releases and reports.
5. To build sustainability through volunteer recruitment, development and training
6. To use social media and web resources to create and support the growing network of the community cycle clubs and Cycling UK activity across the designated region.
7. To operate within a set delivery budget that is prescribed and monitored by the project manager.
8. To work closely with local partners, stakeholders, projects and programmes
9. To identify and engage community-based cycling delivery organisations - such as bike recycling centres, social enterprises, local bike shops, community organisations – that can provide a service or cycling opportunity to local people
10. Support organisations that aren't currently involved in cycling activities to apply for a BBR delivery grant to fund events and activities, ensuring that activities are accessible, inclusive and don't duplicate existing provision
11. To be an ambassador for cycling and the positive impact it can have on physical and mental well-being and community development.
12. To undertake other duties as required by the Cycling Development Programme Manager and Head of Behaviour Change & Development (Scotland).
13. 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.
14. 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: .....

HR/Office Manager: ..... Date: .....

## Big Bike Revival Scotland - Cycling Development Officer West Lothian, East Lothian and Midlothian, Falkirk and Scottish Borders 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
<b>Qualifications</b>	2 or more Highers or equivalent qualification  Evidence of ongoing personal and professional development activities during career to date.	Degree or equivalent in a relevant topic such as Community Learning and Development
<b>Experience/ Knowledge</b>	Project planning, delivery and tracking  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  Delivery of physical activity initiatives to groups of people.  Volunteer engagement and development  Planning, organising and delivering events	Knowledge of cycling services and supplier network across your designated region  Knowledge of some or all of the following: <ul style="list-style-type: none"> <li>• Cycling</li> <li>• Health improvement initiatives</li> <li>• Physical activity development programmes</li> <li>• Active travel campaigns</li> <li>• Socially inclusive programmes</li> </ul>
<b>Skills</b>	Excellent capabilities in all of the following skills areas: <ul style="list-style-type: none"> <li>• Time management</li> <li>• Written and spoken presentation</li> <li>• Interpersonal</li> <li>• Negotiating</li> <li>• Networking</li> </ul>	Effective use of social media; updating webpages and utilising Twitter and Facebook in support of a project.  Producing marketing materials able to successfully engage a target audience.
<b>Personal</b>	Self-motivated, creative, entrepreneurial and outcome oriented  Able to set own priorities and deliver within a tight timescale  Able to constructively build working relationships with colleagues and other partners	
<b>Other</b>	Flexible in terms of travel and working hours including weekends	Understands the importance of the benefits of cycling

Job Holder: .....

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