

## Cycling UK – The Bothy – Senior Project Officer

### Job Description and Responsibilities

Reports to:	Programme Manager
Direct Reports:	Bothy Project Coordinators, Health Walk Coordinators, Cycle Instructors (8 people in total based in Aberdeenshire, Argyll and Bute, Highland and Inverclyde)
Location	Home Based in Scotland
Salary:	£26,520
Contract:	Full time, 12-month contract with possible extension if funding secured

Cycling UK believes that cycling enriches people's lives and is an essential ingredient in happier, healthier communities. Our mission is to enable millions more people to cycle, and our development projects across Scotland are a vital part of achieving that mission.

### Project Description

The Bothy is a network of 5 place-based projects across Scotland aimed at supporting and encouraging walking, wheeling, and cycling. Staffed by Cycling UK development officers, each project works with and for the local community to provide access to information and support - such as bikes and equipment, walking, wheeling, and cycling route guides and local bike service information.

With activities such as led rides, health walks, bike loan schemes, hands-on support and guidance for individuals, organisations and businesses, the Bothies are embedded in their locations to help people make active travel choices and feel confident walking, wheeling, and cycling in their local area.

The Bothy network:

- Aberdeenshire Bothy: no premises but covers the five towns of Ellon, Huntly, Portlethen, Inverurie, and Fraserburgh
- Ardrishaig Bothy: premises at Piers Square, covering mid-Argyll and the Crinan Corridor
- Dunoon Bothy: premises on Dunoon Pier, covering Dunoon town
- Golspie Bothy: no premises, covering Golspie, Brora, and East Sutherland
- Inverclyde Bothy: premises in Gourock Train station, covering Inverclyde local authority area

Each bothy is unique in its outcomes, which relate to the need of the community and the criteria of the funders – from active travel to health and social care. All Bothy projects address the needs of the immediate community they serve, strive to tackle inequalities, and work in partnership with other local organisations. Our community development approach ensures that we are working in collaboration with local communities and enables the most effective use of resources.

## Scope of Role

This role is integral to the success of The Bothy, ensuring that the Development Officer team can support individuals in their area, and that our impact is captured and communicated to a wide audience. The post holder will be responsible for reporting on the targets and milestones of the programme and capturing any unintended outcomes and learning from communities and individuals to inform how the programme develops over time.

## Specific Duties and responsibilities:

1. To manage and implement the project plan, with support from the Programme Manager and Head of Development Scotland.
2. Manage and support the team of eight staff, conducting regular 1:1, working with them on their personal and professional development and ensuring that they understand their role in the project and wider organisation.
3. To work alongside the Programme Manager, Communications Manager, Research and Evaluation Manager and Head of Development Scotland to equip Development Officers with the information and tools required to deliver the project, ensuring the project delivers the targets and outcomes agreed.
4. To work closely with the Programme Manager and Communications Manager to develop and deliver a Communications Plan for each Bothy project. This will include social media, online (e.g. webinar) and written resources - ensuring that these are used effectively to communicate about the project and its impact to the public, partners, local and Scottish Government and funders.
5. To communicate and engage regularly and effectively with partner organisations involved in the project, as well as encouraging other organisations to support our work.
6. To work across Cycling UK departments - marketing, volunteering, communications, membership, and finance - to ensure all programme elements are delivered on time and to budget.
7. To operate within a set delivery budget that is prescribed and monitored by the Programme Manager and Head of Development Scotland
8. Support the evaluation of The Bothy by ensuring the collection of monitoring and evaluation data and supporting the Research and Evaluation Manager and the Communications Manager with the generation of case studies, press releases and quarterly reports for funders and Board of Trustees.

9. To be an ambassador for cycling and the positive impact it can have on physical and mental well-being and community development.
10. To undertake other duties as required by the Director of Behaviour Change & Development and Head of Development Scotland.
11. To follow and always abide by Cycling UK's policies and procedures as detailed in the Staff Manual including Health and Safety, Equal Opportunities and Confidentiality.
12. 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.

## The Bothy – Senior Project 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	<p>Degree or equivalent experience</p> <p>Evidence of ongoing personal and professional development activities during career to date.</p>	<p>Degree in relevant subject area or equivalent e.g. transport or community development, sustainability</p>
Experience/ Knowledge	<p>Project planning and management</p> <p>Experience of managing a staff and/or volunteer team</p> <p>Planning, organising and delivering behaviour change interventions</p> <p>Budget management and reporting</p> <p>Working with community and/or public sector organisations in Scotland</p> <p>Reporting on targets in a concise and robust way</p>	<p>Knowledge of some or all the following:</p> <ul style="list-style-type: none"> <li>• Sustainable and active travel sector in Scotland</li> <li>• Community development</li> <li>• Voluntary/ health/ local government/social enterprise structures and organisations at a local or national level in Scotland</li> </ul>
Skills	<p>A capability to take ownership and be proactive at identifying and solving problems</p> <p>Excellence in all the following skills areas:</p> <ul style="list-style-type: none"> <li>· Partnership development</li> <li>· Networking</li> </ul> <p>Effective use of social media in support of a project</p> <p>Effective use of technology to communicate with team and deliver sessions e.g. Microsoft Teams, Zoom</p>	<p>Ability to listen to team members and support the development of solutions to delivery issues</p> <p>Ability to motivate a team, keep team morale high and empower individuals.</p> <p>Confidently delegate tasks and ensure manageable workloads amongst team members</p> <p>Effective use of online technology to present information e.g. podcasts</p>

<p><b>Personal</b></p>	<p>Self-motivated, creative, entrepreneurial and outcome oriented</p> <p>Able to set own priorities and deliver within a tight timescale</p> <p>Able to constructively build working relationships with colleagues and other partners</p>	
<p><b>Other</b></p>	<p>Flexible in terms of travel and working hours including weekends</p>	<p>Understanding of the importance of the benefits of active travel</p>

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

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