Cycling UK - Development Officer

Job Description and Responsibilities.

Reports to: Rural Connection Senior Projects Officer
Direct Reports: None
Location of Role: Home based in Moray
Salary: £24,500 per annum
Contract: Full-time, fixed term contract until 31 March 2023, 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

Cycling can be a viable transport option for those outside of the main urban conurbations, but the difference in geographies requires a different approach to active travel compared to larger urban areas.

Rural Connections will bring the learning from all Cycling UK’s projects in Scotland to deliver activities and opportunities for everyone in the areas identified for activity through an inclusive cycling and walking offer - to walk, wheel and cycle, for everyday journeys, leisure, and adventure. Our development officer team will be embedded in local communities, working closely with community organisations, local business, and public sector agencies to:

- Bring organisations together to coordinate their activities and offers, to add value to what already exists and identify what additional activities are needed.
- Deliver a range of walking, wheeling, and cycling activities, from pre-school and family cycling activities to health and heritage walks, adaptive cycling sessions for disabled people, confidence building sessions and learn to ride lessons for every age and ability level.
- Provide access to a range of cycles for people to try on short or long-term loan, supporting individuals to find a cycle and support that works for them and signposting them to partners that can provide funding for purchases.
- Work with local organisations to upskill and build the capacity of volunteers to deliver activities in the community and keep cycles working in rural communities where there are no bike shops.
Scope of Role

This role will primarily deliver the Moray Rural Connection project, acting as the first point of contact for participants, partners, and other stakeholders. The postholder will also have responsibility for coordination of Cycling UK’s Shift project in Moray, which focuses on supporting community organisations to deliver behaviour change activities that will help people swap the car for a cycle for everyday journeys. Moray Council also contribute to this post and have outcomes aligned to Rural Connections which this post holder will also be responsible for achieving.

Specific Duties and responsibilities

1. To deliver activities that are set out in the project plan(s), working across projects, and as agreed with the Senior Projects Officer and Programme Manager

2. To ensure the projects deliver on their milestones and targets, recording and storing monitoring data in the way set by the Senior Project Officer, to ensure that the project activities are delivered on time and within budget.

3. To support the evaluation of the projects by ensuring the collection of monitoring and evaluation data and supporting the Senior Projects Officer, Research and Evaluation Manager and the Communications Manager with the generation of case studies, press releases and reports.

4. To use social media and web resources to create and support active travel activities across the designated region.

5. To operate within a set delivery budget that is prescribed and monitored by the SPOs and Programme Manager

6. To work closely with local partners, stakeholders, projects, and programmes to use resources most effectively in the delivery of the projects

7. To be an ambassador for cycling and the positive impact it can have on physical and mental well-being and community development.

8. To undertake other duties as required by the Director of Behaviour Change & Development and Head of Development Scotland.

9. 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.

10. Some weekend and out of hours work may be necessary, together with occasional travel to Cycling UK’s head office in Guildford.
Person Specification

Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, councillor, 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.

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<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Qualifications</td>
<td>2 or more Highers or equivalent qualification</td>
<td>Degree or equivalent experience in a relevant topic such as Community Learning and Development</td>
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| Experience/Knowledge| Project planning, delivery and tracking | Knowledge of some or all of the following sectors:  
  - Sustainable and active travel sector in Scotland  
  - Community development  
  - Voluntary/ health/ local government/social enterprise structures and organisations at a local or national level in Scotland |
|                      | 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 in rural areas |  
  Delivery of physical activity initiatives to groups of people.  
  Planning, organising and delivering events and activities |
| Skills               | A capability to take ownership and be proactive at identifying and solving problems | 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. |
|                      | Excellence in all the following skills areas:  
  - Partnership development  
  - Networking |  
  Effective use of social media in support of a project  
  Effective use of technology to communicate with team and deliver sessions e.g. Microsoft Teams, Zoom |
| Personal             | 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 |
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<th>Other</th>
<th>Flexible in terms of travel and working hours including weekends</th>
<th>Understands the importance of the benefits of active travel</th>
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Job Holder:........................................................................................................................................ Date:........................................