

Programme Manager: Training and Project innovation

Job Description and Responsibilities

Reports to:	Head of Behaviour Change - England
Direct Reports:	2 x Senior Project officers 1 x Senior training officer
Location of Role:	Home based with some travel across England
Salary:	As per banding
Contract:	12 month fixed term until April 30 2023 (with possible extension, funding dependant)

Purpose of Role:

To manage the delivery and development of Cycling UK's training team. Ensuring all training courses are delivered to time, on budget and that their impact is properly monitored.

To manage and develop Cycling UK behaviour change programmes, ensuring that they are delivered on time, to budget and in line with both funder and Cycling UK's objectives. The post holder will line manage senior project officers and drive both the quality and impact of Cycling UK's development programmes. They will support the Head of Behaviour Change & Behaviour change in managing existing clients and securing new business.

Scope of Role:

This exciting two-part role will be tasked to develop our existing behaviour change programmes, continuing Cycling UK's work as experts in the field of behaviour change and active travel.

Working with the Head of Behaviour Change the post holder will identify long term funding streams for the programme through relationships with new and existing funders.

The programme manager will also have responsibility for managing Cycling UK's training department, as they deliver a suite of training interventions to charities, social enterprises and community groups across England in support of behaviour change programmes.

The programme manager will also take a key role in developing and delivering innovative new behaviour change projects across England. Working with internal and external stakeholders you will design and implement meaningful behaviour change interventions that will increase uptake in cycling particularly amongst those most underrepresented.

Though this role is home based you will be required to travel extensively to support and manage project staff and stakeholders across England and liaise closely with wider departments as necessary including finance, communications, membership and marketing.

Cycling UK, the national cycling charity delivers grassroots cycling development programmes nationally. Our programmes are designed to reach diverse audiences and include Community Cycling Clubs, Big Bike Revival and Cycle for Health. Our programmes are largely funded by local authorities and the Department for Transport and we work closely with charities, social enterprises and community groups to create and deliver cycling opportunities which are inclusive, sociable and sustainable.

Specific Duties:

1. Programme manage Cycling UK's training team.
2. Ensure that project targets are met, including but not limited to; numbers of people engaged, activities delivered, volunteers recruited and impact achieved.
3. Ensure that all projects are delivered in a way that meets Cycling UK's strategic objective of making cycling 'open to all.'
4. Proactively manage project budgets.
5. Implement improvements to programme resources, marketing materials, financial systems, health & safety requirements, and work plans.
6. Line manage, motivate and develop a team of remote senior project officers. Support with recruitment of new staff.
7. Represent and promote the objectives of Cycling UK to current and potential funders, partners, stakeholders and the wider public.
8. Lead on project reporting to funders and stakeholders, supported by Senior project officers and development officers.
10. Identify new opportunities for the expansion of Cycling UK programmes in partnership with the Head of behaviour Change and to help generate new funding streams for both these and existing initiatives.
11. 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.
12. To act as an ambassador for Cycling UK at all times.
13. Other duties as may be agreed by the Senior Management Team.

14. Some weekend and out of hours work may be necessary.

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.

Programme– Behaviour Change and Cycling Development – 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.

<u>Requirement</u>	<u>Essential</u>	<u>Desirable</u>
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, marketing, sports or community development, sustainability.</p> <p>Cycling, Community or Charity related qualifications or experience.</p>
Experience/ Knowledge	<p>Experience/ knowledge of active travel environment.</p> <p>Project planning and management.</p> <p>Staff recruitment and line management of geographically spread staff.</p> <p>Budget management and reporting.</p> <p>Working in partnership environments.</p> <p>Working with community and/or public sector organisations including local authorities.</p> <p>Experience of managing partners and sub-contractors.</p> <p>Reporting on targets and funding.</p> <p>Experience of monitoring and evaluation of behaviour change projects.</p>	<p>Previous employment in a similar role.</p> <p>Experience of managing and delivering events e.g. conferences, festivals. Fundraising experience.</p> <p>Knowledge of some or all of the following:</p> <ul style="list-style-type: none"> • Cycling sector structure and organisations • Sustainable travel • Community development • Sports development • Voluntary/ health/ local government/ social enterprise structures and organisations at a local or national level
Skills	<p>Excellence in all of the following skills areas:</p> <ul style="list-style-type: none"> • IT skills with use of Microsoft office suite and Excel in particular 	<p>Writing materials and resources for press, website, partners and community groups etc.</p>

	<ul style="list-style-type: none"> • Written and spoken presentation • Interpersonal skills • Partnership development • Customer care • Networking • Communications/Marketing 	
Personal	<p>Self-motivated, creative, entrepreneurial, and outcome oriented.</p> <p>Able to work independently, set own priorities and deliver within agreed timescales.</p> <p>Able to constructively build working relationships with colleagues and other partners.</p>	
Other	<p>Commitment to the aims of Cycling UK, in particular their aims to improve safety for cycling and/or to encourage increased cycle use.</p> <p>Commitment to work in collaboration with colleagues, volunteer campaigners and professional contacts within Cycling UK and in other organisations with related interests, in pursuit of the above aims.</p> <p>High levels of initiative but with the ability to work as part of a team.</p> <p>A can-do attitude to work, concentrating on solutions rather than focussing on difficulties.</p> <p>Supporter of the aims and objectives of Cycling UK.</p> <p>Flexible in terms of travel and working hours including weekends.</p>	Cyclist

Job Holder:

Date: