

Senior project officer

Job Description and Person Specification

Reports to:	Programme Manager
Direct Reports:	3 x Behaviour Change Officers
Location of Role:	Luton & Dunstable with travel to head office when needed
Contract:	Full time (37.5hrs), fixed term contract until 20 October 2023, with potential to extend subject to external funding
Salary	RL 21: £29,880 - £33,200per annum

Purpose of Role:

To support the project management and delivery of the national Making cycling e-asier pilot programme, this role will support delivery across all workstreams of the programme, including engagement of community, workplace and education settings. The nature of this programme demands delivery to be achieved at pace whilst hitting stretching targets. The senior project officer will help direct key audiences to behaviour change interventions and support a team of project officers in their delivery. The role will line manage a team of behaviour change officers, ensuring objectives and KPI's are met and feed into the monitoring team.

Scope of Role:

This role is integral to ensuring we create and deliver cycling opportunities which are inclusive, sociable, and sustainable and meet 3 main deliverables of this national programme.

This role will be tasked to manage a team of 3 behaviour change officers, responsible for working across all deliverables of the programme. You will help foster key relationships in the designated local areas with stakeholders who have an interest in, or an affiliation to the programme. Through line management of the behaviour change officers, the senior project officer will oversee progress against targets to ensure key KPI's are met.

Specific Duties:

1. To effectively line manage, motivate, and develop a team of behaviour change officers.
2. To work alongside programme managers with the planning and implementation of the national Making cycling e-asier pilot programme, ensuring the 3 key deliverables and their associated targets are met
3. To build positive local relationships that support the programme and help drive beneficiary numbers
4. To support the communities programme manager to identify and develop Community Hubs.

5. To manage the operational programme delivery across the Communities, Workplace & Education and Evans Cycles Hubs
6. To assist the team of Behaviour change officers to facilitate and deliver e-cycle engagement events and loans.
7. To assist the team of Behaviour change officers to manage a mobile fleet of e-cycles.
8. To operate within a set delivery budget that is prescribed and monitored by the Heads of department
9. In partnership with the programme manager, co-ordinate monitoring and evaluation activities. To ensure that behaviour change officers and partner organisations are aware of and adhere to protocols around data collection and protection.
10. To be an ambassador for cycling and the positive impact it can have on physical and mental well-being and community development.
11. To undertake other duties as required
12. 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.
13. 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.

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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 favorable 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 ongoing personal and professional development activities during career to date.	Degree in a relevant subject area Cycling, Community or Charity related qualifications or experience
Experience/ Knowledge	<p>Project planning, delivery, management and tracking</p> <p>Leading a team and line management</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>Working with any of the following: community organisations, private and/or public sector (including local authorities) organisations</p> <p>Experience of partnership working and stakeholder relationships</p> <p>Planning, organising and delivering events</p>	<p>Previous employment in a similar role</p> <p>Knowledge of active travel interventions</p> <p>Knowledge of some or all of the following:</p> <ul style="list-style-type: none"> • Cycling industry • Health improvement initiatives • Physical activity development programmes • Socially inclusive programmes <p>Reporting on targets and funding</p> <p>Voluntary/health/local government/social enterprise structures and organisations at a local or national level</p>

<p>Skills</p>	<p>The capability to take ownership and be proactive with identifying and solving problems.</p> <p>Excellent capabilities in all of the following skills areas:</p> <ul style="list-style-type: none"> • Time management • Written and spoken presentation • IT literacy, including Microsoft Office • Interpersonal • Relationship management • Networking 	
<p>Personal</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>Other</p>	<p>Supporter of the aims and objectives of Cycling UK</p> <p>Commitment to equality and diversity and its active promotion</p> <p>Ability to demonstrate and apply the Cycling UK values</p> <p>Flexible in terms of travel and working hours including weekends</p> <p>Full UK Driving Licence</p>	<p>Cyclist</p>

Job Holder:

Date: