

Play Together on Pedals

Instructor Specification

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.

Play Together on Pedals is a playful, inclusive programme that helps preschool and early primary-aged children – and the adults around them – to enjoy cycling. Through fun, supportive sessions in nurseries, schools and communities, we help families build confidence, develop key life skills, and discover the joy of getting active together. Cycling UK, Cycling Scotland, and Play Scotland, form the Play Together on Pedals Partnership which builds on the knowledge, expertise and experiences of all three organisations.

Play Together on Pedals is delivered in Aberdeen, Aberdeenshire, East Lothian, Edinburgh, Glasgow, Midlothian, North Lanarkshire, Shetland, and South Lanarkshire. It is funded through the People and Places fund from Strathclyde Partnership for Transport (SPT), Sustran, Nestrans, ZetTrans, Glasgow City Council and Aberdeenshire Council.

The programme has four main areas of focus, working together to create long-term change and help children and families build positive, active habits from an early age.

1. Community sessions (ages 2.5–10)
2. Skills sessions in nurseries and schools
3. Early years staff training
4. Grant funding for local organisations

We work with a variety of schools and nurseries as well as in the community setting. To support the variety of work we undertake, we require freelancers to work with us and support delivery. If you are interested in supporting this programme, read more on the specification and responsibilities below. Current funding period extends to 31st March 2027. We won't be able to confirm sessions beyond then until nearer the time.

Title: Play Together on Pedals Instructor

Role Responsibilities:

Pre-requisites:

- Experience delivering cycling/sport/physical activity sessions to children.
- Strong communications skills with both adults and young people.
- Have completed Play on Pedals training or be willing to complete training.

As a PTOP Instructor, your responsibilities will include;

- Coaching children from age 2 – 10, in both an educational setting and at community drop in events, using the prescribed Play on Pedals training methods.
- Communicating with PTOP Senior Project Officer (SPO) and other PTOP Instructors to organise and plan sessions.
- Communicating with parents and school staff to ensure sessions run smoothly and roles and responsibilities are understood
- Monitoring and reporting on children's progress per session and feeding back to PTOP SPO, utilising agreed processes and system.
- Organising PTOP sessions relevant to the age and stage of development of the children on each session.
- Ensuring your First Aid training and Safeguarding training are compliant with our standards.
- Ensuring you have (or are eligible for) PVG Scheme membership for children and responding to our request to confirm details in a timely way
- Ensuring you are competent at completing incident report forms and understand how to submit them.

Additional requirements;

- It is beneficial for freelance PTOP instructors to hold a driving license
- Freelance PTOP Instructors must have their own insurance and are responsible for declaring their own tax and making National Insurance payments
- As this is a regulated role you must be eligible to join the PVG Scheme.



Locations:

- Aberdeen
- Aberdeenshire
- East Lothian
- Edinburgh
- Midlothian
- Shetland

Payment terms:

Session payments are capped at:

- £55 per session (2hours)
- Half day £75 (3.5 hours)
- Full day £126 (7.5 hours)

If you would like to become a freelance instructor for our Play Together on Pedals programme, apply here; [Play Together on Pedals | Cycling UK](#)