



Tendring  
District Council



# Tendring Wheels for All Project Manager

From Sept 22 - Sept 25

FT position £26,000 - £28,000 (dependent on experience)

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## Job spec and Description

### Introduction

This exciting new role will manage a major new disability cycling project in Tendring in Essex. The Tendring Wheels for All Project will be one of the largest disability cycling projects in the country and will be part of the Essex Pedal Power programme which is levelling up cycling across Essex. Over 35,000 people in Tendring have a disability or long-term health condition, and there is a large elderly population in the district. This new project will focus on creating regular inclusive cycling opportunities for the target audience of disabled people and people with long-term health conditions across Tendring.

The project is led by Cycling Projects, trading as Wheels for All and supported by a number of partners. The purpose of the project is to give everyone, regardless of ability, the chance to cycle by offering regular sessions at mini-hubs and through outreach and taster sessions.

We are seeking a Project Manager to manage, co-ordinate and deliver this innovative three-year disability cycling initiative. You will be responsible for delivering a comprehensive project plan of cycling sessions and opportunities across Tendring that meets the needs of the target audiences to make cycling fun, safe, and sociable.

### Key Components

- Partnership building with a broad range of existing and potential new partners.
- Understanding the need and demand from the target audience and partner organisations.
- Delivering inclusive cycling activities needed and appropriate for the target audience.
- Creating an effective training and mentoring programme to effectively deliver the project outcomes and targets
- Supporting the creation of sustainability models, ensuring longevity of the project.

### Post holder will be Responsible for:

- The creation of an effective inclusive cycling offer, across the communities of Tendring.
- The delivery of good quality and well received inclusive cycling sessions.

- The launch of a regular offer of cycling activities to meet the needs and requirements of the target audience.
- The creation of cross sector partnerships bringing together transport, leisure, education, children's services, adult social care and the health sector.
- Identifying the need for appropriate and accessible cycling infrastructure to meet the needs of all project participants, leading to a sustainable network of inclusive cycle infrastructure supported with an effective range of behavioral change programmes.

**Location(s)** The Project Manager will oversee the delivery of the Tendring Wheels for All project and will be based across the district with access to several hot-desking arrangements.

## **1. Job Purpose**

1. The primary aim is to create inclusive cycling opportunities through partnerships across the district of Tendring, working closely with individuals and organisations who support disabled people to be active and live an improved lifestyle.
2. Working alongside partners from Essex Pedal Power, Tendring District Council, Tendring CVS and Active Essex, create and deliver regular inclusive cycling for children, adults and the elderly recovering from ill health and those living with a disability.
3. To create positive opportunities into cycling experiences for people of all abilities.
4. To demonstrate effective engagement by understanding the lived experience of people in Tendring with a disability or long-term health condition.
5. To co-ordinate the Tendring Wheels for All programme including the nurturing of partnerships, participation, volunteer recruitment and to be responsible for creating high standards of care and good practice standards.

## **2. Project Governance**

1. To ensure the effective and efficient implementation of Wheels for All organisational policies and procedures.
2. To enable the delivery of regular inclusive cycling sessions, leading to progression and improvements for an individual's physical, mental and social well-being.
3. To ensure that the project activities are enthusiastically well received by participants, families, carers and support partner organisations.
4. To recognise the needs of the target audience and ensure that equal opportunity and health and safety issues are identified and addressed effectively and identifying the appropriate volunteers to support delivery and promotion of Tendring Wheels for All project.
5. To assist in ensuring effective working relationships are established and maintained with organisations and agencies relevant to the Wheels for All project.
6. To manage effectively project staff and volunteers involved in the delivery, promotion and administration of the project.
7. To ensure effective and accessible communication with staff, partners, participants, the public and others, as appropriate.

### 3. Principal Duties & Responsibilities

1. The delivery of a large programme of project activities to enable the target audience to cycle, including the establishment of six mini-hubs and a comprehensive programme of taster and outreach sessions.
2. To work competently with partners, volunteers, and participants of the Tendring Wheels for All project.
3. To manage the project budget, and to ensure there is strong and effective communications with the finance team.
4. To manage the project plan including identifying key milestones and performance measures as well as appropriate progression routes, assessing the impact the project will have on project participants across Tendering.
5. To organise and facilitate regular meetings of strategic partners as well as the creation of a participants steering group.
6. To ensure appropriate recruitment of all staff and volunteers, that they receive appropriate training, support, and supervision, and that their views and aspirations are shaped into project plans.
7. Liaise closely and regularly with key partners and funders – identifying new funding opportunities and tracking any challenges of the project through its lifespan.
8. To represent the programme and its partners at various regional and national events and conferences -showcasing and demonstrating evidence of need.
9. To monitor progress and evaluate the outcomes of the Tendring Wheels for All project ensuring that any steering group, project stakeholders and funders are kept informed through regular reporting.
10. Contribute to sustainability plans and funding bids to secure long term resources.
11. To support the effective communication and marketing including social media to promote the project to existing and potential users, stakeholders and the wider public.

### 4. Qualifications and Experience

	Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of working with disabled children, adults and the elderly and their families and their support networks</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Experience in project management</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Experience of multi-partner engagement and co-ordination</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Problem solving and organisation skills; able to work in a team</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Self-discipline with ability to use initiative and work autonomously with minimum supervision and as part of a multi-disciplinary team.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Used to working to deadlines and able to work calmly and efficiently under pressure</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Up to date training in child protection and a good understanding of safeguarding issues in project development.</li> </ul>	E	

<ul style="list-style-type: none"> <li>• Knowledge and experience of transport, social care, community development and Health and Well-being initiatives.</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• Ability to interpret data and present statistical information.</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• Excellent presentation &amp; communication skills – written and oral</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• Good IT skills and ability to set up administrative and organisational systems, which support the project.</li> </ul>		<b>D</b>
<ul style="list-style-type: none"> <li>• Educated to degree level or relevant experience in social care, sports dev, transport, or community development setting</li> </ul>		<b>D</b>
<ul style="list-style-type: none"> <li>• Experience of co-ordinating and supporting volunteers</li> </ul>		<b>D</b>
<ul style="list-style-type: none"> <li>• Experience of working in a multi-agency context.</li> </ul>		<b>D</b>
<ul style="list-style-type: none"> <li>• To hold a full, clean driving license &amp; experience of driving vans</li> </ul>		<b>D</b>
<ul style="list-style-type: none"> <li>• Current First Aid training.</li> </ul>		<b>D</b>

## 5. Physical Effort

Working hours are flexible and varied in accordance with the requirements of Wheels for All delivery service, with a requirement to work and/or attend meetings or events outside of normal office hours and at weekends. There may be a degree of physical effort required.

## 6. Working Environment

The post holder will be expected to work outside normal working hours visiting and delivering Wheels for All-accessible cycling sessions regularly. They may need to work outside in inclement weather conditions on occasion.

## 7. General

To undertake such other duties and responsibilities as identified by the programme and are commensurate with the level of the post. The Job Description only contains the main accountabilities relating to the post and does not describe in detail all the duties required to carry out.

The post holder will be expected to contribute to the protection of children and vulnerable adults as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

1. Required to promote, monitor, and maintain health, safety and security in the workplace. Requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
2. Wheels for All staff are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Satisfactory Disclosure and Barring Service checks are required for this post prior to commencement.

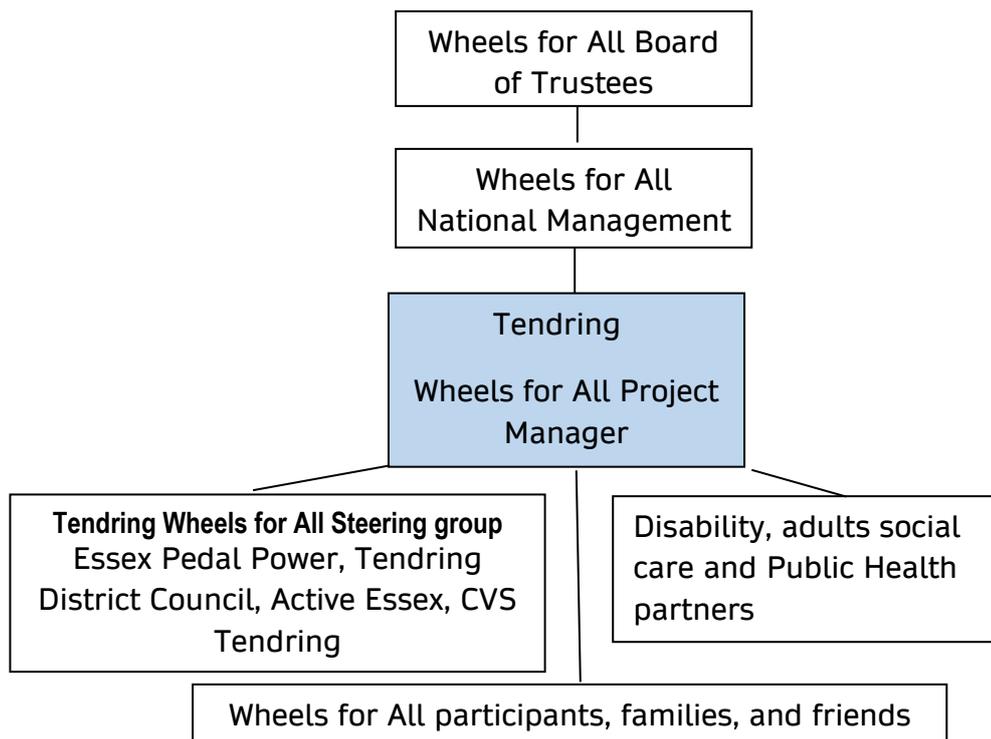
## SPECIAL NOTE:

This job description does not form part of the contract of employment but indicates how that contract should be fulfilled.

The job description will be subject to amendment in the light of experience and in consultation with the post holder. This job description is not a complete list of duties but is intended to give a general indication of the range of work undertaken.

It will vary over time as demands and priorities change within the season and as the need for the project grows each year.

## Suggested Organisational Chart for Tendring Wheels for All Project



## Contacts/Partnerships

- Essex Pedal Power
- Tendring District Council
- CVS Tendring
- Active Essex/Sport England Local Delivery Pilot
- Essex County Council
- Adult services
- Send Schools and disability support groups

*Other partners will emerge once the programme begins*

Wheels for All management support will include:



## Additional Workforce

As well as the Project Manager role, the workforce will also include-

**Wheels for All sessional staff** – the project will train and support a large group of cycling instructors specially trained to work with disabled people and people with LTHCs. Using quality, appropriate, and trusted courses and qualifications to provide local people with the skills, knowledge and confidence required to engage disabled people, concentrating on the potential that the social care sector plays in providing this workforce.

**A Network of volunteers** - we will be recruiting a network of volunteers who will assist the programme through a broad range of volunteering tasks

**Cycle Mechanic** – the project will have a part-time bike mechanic to maintain the adapted bikes used for independent cycling, outreach, mini-hubs, and main hub

## Competency Person Specification.

<b>Post Title: Tendring Wheels for All Project Manager</b>		<b>Post no. EssProWFA1</b>
<b>Requirements</b>	<b>Essential Evidence of:</b>	<b>Desirable Evidence of:</b>
<b>1. Functional competency requirements for the job:</b>	<ul style="list-style-type: none"> <li>• Excellent presentation and communication skills written/oral</li> <li>▪ Problem solving and organisational skills</li> <li>▪ Self-discipline with the ability to use own initiative and work autonomously with minimum supervision and as part of a multi-disciplinary team.</li> <li>▪ Used to working to deadlines and able to work calmly and efficiently under pressure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge and experience of sport and active lifestyles and of project management</li> <li>▪ Negotiating and influencing skills</li> <li>▪ Track record for delivering projects and meeting targets</li> </ul>
<b>2. Behavioral competencies:</b>	<p>Set a good example by doing the right thing, acting in an assured and unhesitating manner</p> <ul style="list-style-type: none"> <li>▪ Take responsibility for straightforward decisions and seek advice for difficult ones</li> <li>▪ Monitor &amp; review progress against targets</li> <li>▪ Be aware of the health and safety policies for the charity</li> </ul>	Identify and make sense of conflicting and complex data
<b>3. Other requirements:</b>	<ul style="list-style-type: none"> <li>▪ Good IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Educated to degree level or relevant experience within a sport and active lifestyle environment</li> </ul>
<b>4. Any job relevant information to be considered:</b>	<ul style="list-style-type: none"> <li>▪ As the post requires a collaborative approach to working and is responsive to needs a variety of working locations will be required in line with flexible working arrangements</li> <li>▪ The post holder should be available to work outside normal office hours and occasional weekends.</li> </ul>	

**Wheels for All, 11 / 13 Wilson Patten Street, Warrington, WA1 1PG**

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Wheels For All is committed to achieving equity for all current and prospective employees. We do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We believe that an inclusive workplace, where people of different backgrounds work together, ensures better outcomes for all employees and the organisation. We therefore strongly encourage suitably experienced people from a wide range of backgrounds to apply.