

Greater Manchester Bike Buddy co-ordinator

Contract: Full time / Fixed term contract for 12 months £22,295.00 FT role

Initially to be based across Greater Manchester and working closely with Transport for Greater Manchester

Introduction

Bike Buddy gives disabled people and those leading a sedentary lifestyle the opportunity to be active through cycling. It also creates a cycling culture for each of the partner organisations involved in the project.

The Bike Buddy begins with support from Wheels for All, and then through regular engagement passes through to an individual's support network, giving people the appropriate training to guide and mentor an individual in their care to cycle & be active. The programme focusses on giving people the skills, knowledge and therefore the confidence to cycle from their front door or from the settings of their care and support organisation.

The aim of this project is to 'test and learn' through a range of innovative approaches that enable disabled people and their support networks to experience cycling as a credible choice for disabled people and wherever possible weave into lifestyle by creating a long-lasting cycling culture in their settings.

Project co-ordination

To effectively deliver a successful project, we need to GM-wide Bike Buddy co-ordinator who will oversee the engagement and retention of inclusive cycling opportunities for those who have limited or no previous experience and want to cycle for health and social engagement reasons. Ideally, you will have first-hand experience in engaging and working with at least one of the following: community-based organisations; social enterprises; the voluntary sector; or statutory public services. You must be self-motivated, creative and be confident in setting your own priorities and delivering within a tight timescale. You will also be a key local contact across the network and stakeholders, enabling opportunities to cycle in an inclusive manner. You will also support the Wheels for All activities based at the Debdale Park location.

Key Components

- Developing and delivering an inclusive cycling partnership in coalition with disability organisations
- Understanding the need and demand from participants and partner organisations.
- Delivering inclusive activities needed and appropriate for the target audience.
- Designing and delivering appropriate training and induction programmes focussed on the participants and their support settings.
- The creation of cross departmental partnerships bringing together transport, leisure, education, children's services, adult social care, and health sector.

Post holder will be responsible for:

- The creation of a robust expression of interest process to determine effective partnerships across Greater Manchester.

- The delivery of high-quality and well received inclusive cycling sessions.
- The launch of a regular offer of activities to meet the needs and requirements of all community members.
- The creation of cross departmental partnerships bringing together transport, leisure, education, children's services, adult social care, and health sector.

Location(s) The post holder will work across the Greater Manchester region, liaising closely with partners at Transport for Greater Manchester to identify and secure partners from the disability and care sectors.

Training

The successful applicant will be provided with a training package (which will include Wheels for All training, Ride Leader training, Emergency First Aid and Manual Handling training) in order to safely fulfil the requirements of the job role.

Job Purpose

1. The primary aim of the role is to create inclusive cycling opportunities through partnerships across Greater Manchester, working closely with selected partner organisations and then individuals in their care.
2. To turn positive opportunities into genuine cycling experiences for people of all abilities.
3. To demonstrate effective community engagement by embracing everybody through the Wheels for All initiative, becoming a viable and sustainable community asset through working closely with a range of key partners.
4. To co-ordinate the adapted cycle programme as part of the active travel offer across Greater Manchester, and to be responsible for setting standards of good practice.
5. To oversee the Wheels for All sessions that have recently been launched at Debdale Park in Manchester. This will include liaising with partners and help with the development of inclusive infrastructure within the park
6. To ensure that the Wheels for All's social mission is delivered and that the project reaches the target audience of inactive people across the chosen regions.

Departmental

1. To ensure the effective and efficient implementation of organisational policies and the achievement of Wheels for All objective are met.
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 service is enthusiastically well received by participants, families, carers and support partner organisations.
4. To assist in ensuring effective working relationships are established and maintained with organisations and agencies relevant to the Wheels for All programme.
5. To ensure effective and accessible communication with staff, service users, the public and others, as appropriate.

Principal Duties & Responsibilities

1. The development of positive activities for children and young people and adults of all abilities, with health and wellbeing themed delivery to narrow the inequality gap
2. To work competently with partners, volunteers, and recipients of the project.
3. Formulate inclusive cycling interventions, including identifying key milestones and performance measures, as well as appropriate progression routes and assessing the impact the project has on participants.
4. To organise and facilitate regular meetings of strategic partners steering groups, as well as the creation of a participants' steering group.
5. To recruit staff and volunteers, ensuring that they all receive appropriate training, support and supervision, and that their views and aspirations are shaped into future project plans.
6. Liaise closely and regularly with the key partners and funders – identifying new opportunities and tracking any challenges of the project through its lifespan.
7. To support the progression pathways for individuals as they seek to improve their confidence, knowledge and skills through cycling
8. To monitor progress and evaluate the outcomes of the projects in line with the condition of the funders.
9. Contribute to the formulation of sustainability plans and funding bids to secure resources for the long term
10. To support the effective communication and marketing including social media to promote the project to existing & potential users, stakeholders and the wider public.

4. Qualifications and Experience

	Essential	Desirable
<ul style="list-style-type: none"> • Problem solving & organisation skills and able to work as part of a team 	E	
<ul style="list-style-type: none"> • Self-discipline with the ability to use own initiative and work autonomously with minimum supervision and as part of a multi-disciplinary team. 	E	
<ul style="list-style-type: none"> • Used to working to deadlines and able to work calmly and efficiently under pressure 	E	
<ul style="list-style-type: none"> • Up to date training in child protection and a good understanding of safeguarding issues in project development. 	E	
<ul style="list-style-type: none"> • Knowledge and experience of transport, social care, community development and Health and Well-being initiatives. 	E	
<ul style="list-style-type: none"> • Ability to interpret data and present statistical information. 	E	
<ul style="list-style-type: none"> • Excellent presentation & communication skills – written and oral 	E	
<ul style="list-style-type: none"> • Good IT skills and ability to set up administrative and organisational systems, which support the project. 		D
<ul style="list-style-type: none"> • Educated to degree level or relevant experience within an access to social care, sports development, transport or community development setting 		D
<ul style="list-style-type: none"> • Experience of working with disabled children, adults and the elderly and their families and their support networks 		D
<ul style="list-style-type: none"> • Experience of co-ordinating and supporting volunteers 		D
<ul style="list-style-type: none"> • Experience of working in a multi-agency context. 		D
<ul style="list-style-type: none"> • Hold a clean full driver's license / experience of driving vans 		D
<ul style="list-style-type: none"> • Current First Aid training. 		D

Physical Effort

Working hours are flexible and varied in accordance with the requirements of Wheels for All's delivery service, with a requirement to work and/or attend meetings or events outside of normal office hours and at weekends.

The post holder will be expected to undertake bending, stretching and lifting in the course of their duties when necessary e.g. preparing the bikes, assisting and engaging with children, adults and the elderly. There may be an increased level of physical effort required for children with personal or specialist needs.

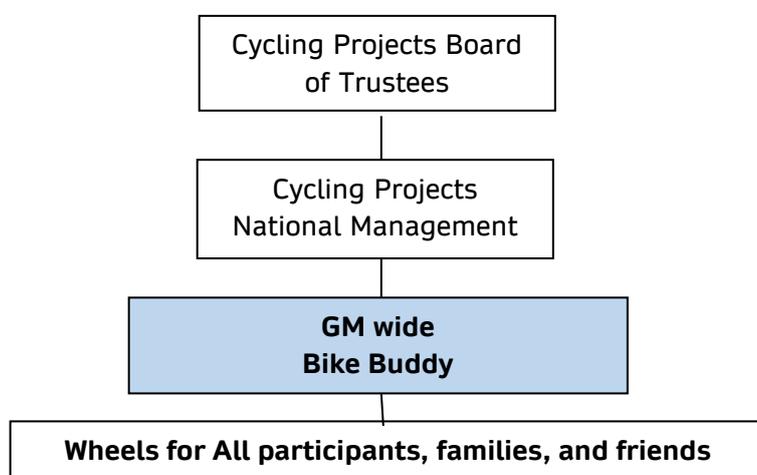
6. Working Environment

The post holder will be expected to work outside, visiting and delivering Wheels for All-inclusive 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.
- 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.
- 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.
- The post holder should be available to work outside normal office hours and will be expected to respond appropriately in the event of emergencies arising at any time.

Organisational Chart for the programme



Contacts/Partnerships

- TFGM
- GM Moving / Greater Sport
- Greater Manchester Disability Coalition
- Adult services
- Disability services
- Send Schools and disability support groups

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.

Competency Person Specification.

Post Title: Greater Manchester Bike Buddy co-ordinator		Post no. GM BB1
Requirements	Essential Evidence of:	Desirable Evidence of:
1. Functional competency requirements for the job:	<ul style="list-style-type: none">• Excellent presentation and communication skills – both written and oral▪ Problem solving and organisational skills▪ Self-discipline with the ability to use own initiative and work autonomously with minimum supervision and as part of a multi-disciplinary team.▪ Used to working to deadlines and able to work calmly and efficiently under pressure	<ul style="list-style-type: none">▪ Knowledge and experience of sport and active lifestyles▪ Knowledge and experience of project management▪ Negotiating and influencing skills▪ Track record for delivering projects and meeting targets
2. Behavioral competencies:	<ul style="list-style-type: none">• Set a good example by doing the right thing, acting in an assured and unhesitating manner▪ Take responsibility for straightforward decisions and seek advice for difficult ones▪ Monitor & review progress against targets▪ Be aware of the health and safety policies for the charity	Identify and make sense of conflicting and complex data
3. Other requirements:	<ul style="list-style-type: none">▪ Good IT skills.	<ul style="list-style-type: none">▪ Educated to degree level or relevant experience within a sport and active lifestyle environment
4. Any job relevant information that needs to be considered:	<ul style="list-style-type: none">▪ 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▪ The post holder should be available to work outside normal office hours and occasional weekends.	