**Job Opportunity: Inclusive Cycling Coordinator, Tendring**

**Overview:**

As the Inclusive Cycling Coordinator, you'll lead inclusive cycling activities for children, adults, the elderly, and individuals with disabilities or health conditions. Your goal is to create positive cycling experiences for all abilities.

**Key Responsibilities:**

* **Activity Coordination:**
	+ Manage and deliver inclusive cycling activities at our hubs.
	+ Develop programs ensuring safety and engagement.
	+ Support sustainable hub establishment and funding efforts.
	+ Oversee sessional staff and volunteers.
	+ Maintain bikes as per guidelines.
	+ Conduct research for new proposals.
* **Volunteer Development:**
	+ Assist in recruiting, training, and retaining volunteers.
	+ Organize activities to attract new volunteers.
	+ Support volunteers throughout their involvement.
	+ Act on volunteer feedback.
* **Monitoring and Evaluation:**
	+ Ensure quality and safety data collection using Kinetic+.
	+ Provide regular performance updates and grant reports.
* **Marketing and Communications:**
	+ Work with the Marketing Officer to showcase the charity's impact.
* **Finance Management:**
	+ Submit financial information timely.
	+ Communicate staffing changes to the finance team.
* **General:**
	+ Lead by example, fostering a positive environment.
	+ Adhere to Wheels for All policies and procedures.
	+ Attend sessions regularly.
	+ Be flexible with working hours, including outdoor work.
	+ Promote and maintain workplace health, safety, and security.

**Qualifications:**

* Passion for inclusivity and accessibility in community programs.
* Excellent communication skills.
* Strong organisational skills.
* Collaborative and team-oriented.
* Problem-solving abilities.
* Empathetic and sensitive to participants' needs.
* Flexible with working hours.
* Proficient in basic computer applications.

**Desirable:**

* Experience in coordinating cycling programs.
* Volunteer management experience.
* Knowledge of health and safety regulations.
* Understanding of fundraising principles.

**Application Process:**

Please send your CV and cover letter to recruiting@wheelsforall.org.uk, including 'Inclusive Cycling Coordinator' in the subject. Alternative formats like video or audio are also welcome.

**Closing Date for Applications:**

For questions or an informal discussion, email recruiting@wheelsforall.org.uk, call 01925 575 628, or visit our contact page.

**Data Protection:**

We will process and store your personal information for recruitment purposes and securely dispose of it afterwards.

**Equal Opportunities:**

We welcome applications from all backgrounds. We are committed to creating an inclusive culture and are a Disability Confident Committed employer, actively seeking to diversify our workforce.

**Salary:** £24,000 to £26,000 FTE per annum (dependent on experience and location)
**Hours:** Full-time 35 hours per week. Part-time, 14-21 hours per week (0.4-0.6 FTE)
**Contract:** Fixed term until October 31st, 2025
**Location:** Various across Tendring
**Reporting to:** Inclusive Cycling Regional Manager

**Staff Benefits:**

* **Birthday Bonus:** An additional day off to celebrate your birthday.
* **Volunteering Day:** One day each year to support another charity or partner.
* **Apparel:** Quality clothing provided for all staff.
* **Flexible Working:** Includes working from home and flexibility for caring responsibilities.
* **Annual Leave:** 25 days plus public holidays, increasing by one day each year up to 30 days (pro-rata for part-time).
* **Employee Assistance Programme:** 24/7 confidential helpline, counselling services, and online information.
* **Health and Wellbeing:** Encouragement to embed regular exercise into daily work lives, access to Cycle to Work scheme (savings up to 47%), and yoga classes at head office.

Top of Form

Bottom of Form