

Inclusive Cycling Session Leader

Zero hours contract – inline with the delivery ride programme.
Will be reviewed on a regular basis.

Rate of pay: £10.42 - £10.75 per hour. **Knowsley / Merseyside**

Background

For over ten years Wheels for All has continued to deliver the Pedal Away programme across the borough, creating new opportunities for people to cycle in their local communities. Key to this programme being a success is the support of a passionate and dedicated network of staff and volunteers, and now we are looking to expand the programme in more ways across Knowsley.

We are looking to recruit people with energy, passion, and commitment. As well as skills and knowledge in cycle leadership, you will have the ability to support the delivery of community cycle rides across Knowsley.

If this is you, then please get in touch, further training alongside a comprehensive induction programme will be available.

Role Description and Competency Framework

As an Inclusive Cycling Session Leader with Wheels for All, within our Knowsley Pedal Away programme, you will have a focus on supporting our activity schedule on and off site, which includes-

- Supporting or leading our Pedal Away ride programme
- Supporting or leading a 0 to 30 ride on our Pedal Away programme
- Leading Family sessions on our Pedal Away programme
- Leading a children's Learn to Ride sessions on our Pedal Away programme
- Delivery of inclusive cycling opportunities at our Wheels for All hub Halewood

You will be responsible for ensuring that a high-quality inclusive cycling session is delivered in line with our 'Ways of Working' standards, co-ordinating with our team of volunteers and managing the administration required at each session.

- Supporting or leading the delivery of cycling activities in one/multiple session(s) at Pedal Away hubs across Knowsley.
- On the day of activity to manage and deploy volunteers in the appropriate role to support the successful operation of the cycling session.
- Delivering sessions to the standards outlined in the Wheels for All 'Ways of Working' document.

- Taking responsibility for the admin requirements of running a Pedal Away session, including following the risk assessed route and delivery. data collection & collecting fees.
- Ensuring that the cycles and equipment used to deliver sessions are in good working order before they are used and are stored safely after use.

Other responsibilities:

- Always display the values of the charity.
- Ensuring data is collected and passed on to the Pedal Away co-ordinator in a full and timely manner.
- Attend appropriate training courses as directed by their line manager.
- Other reasonable responsibilities as agreed with their line manager.
- Promotes the charity & the Wheels for All network.
- Support volunteers to fulfil their roles.

Location

The role will be based across Knowsley at our Pedal Away hubs, where cycle rides begin and end. You may also be asked to attend meetings, training courses at the head office in Warrington.

Competencies:

- Confident communicator
- Trustworthy and able to work without direct supervision.
- Punctual and presents themselves in line with their role.
- Able to take payments, including handling cash and producing receipts.
- Displays problem-solving abilities to ensure the smooth running of a session.
- Ability to make quick decisions to ensure a safe and fun outcome for participants.
- Able to follow plans (e.g., set up, delivery, risk assessment, etc.)
- Understands and follows charity guidelines when making decisions.
- Suitable time management and ability to organise themselves and others.

Qualifications:

- Ride Leader training
- Wheels for All training
- First Aid training and manual handling training

(NOTE: If the successful applicant does not currently hold these qualifications, the charity will support them to gain them in a timely manner).

Wheels for All is the operating name for Cycling Projects, a registered charity no. 1003309. VAT No. 673 668 294 Company Registration No. 2618968, Registered Office 11-13 Wilson Patten Street, Warrington, WA1 1PG

Job Purpose

1. The primary aim is to deliver inclusive cycling opportunities through our Pedal Away programme across Knowsley.
2. Support the delivery of the Wheels for All hub within Knowsley, supporting disabled people and other inactive people to live an active lifestyle.
3. To demonstrate effective engagement by embracing everybody through the Wheels for All initiative, therefore a viable and sustainable community asset through working closely with a range of key partners.
4. To nurture good relationships with participants, their supporters, and our volunteers.
5. To be responsible for the session adhering to good practice standards.
6. To ensure that the Wheels for All's social mission is delivered and that the project reaches disabled and disadvantaged children, young people, and adults on a regular basis.

Principal Duties & Responsibilities

7. The smooth running of a Wheels for All session, in line with the charity's 'Ways of Working' guidelines.
8. To work with partners, volunteers, and recipients of the Wheels for All hub to deliver the best possible service.
9. Collect participant data accurately and provide it to your line manager in a timely fashion.
10. Give appropriate support to volunteers to support their retention with the charity.
11. Take payments for the session, keep accurate records of these payments, and provide them to your line manager in a timely fashion.
12. Be punctual in setting up Wheels for All sessions to the standards required in the 'Ways of Working' document.
13. Perform quality checks on all equipment in line with the charity's 'Ways of Working' document.
14. Keep the charity's equipment and storage areas at the Wheels for All hub in a clean and tidy condition.

Qualifications and Experience

	Essential	Desirable
Problem solving & organisation skills & able to work in a team	E	
Self-discipline with ability to use initiative and work autonomously with minimum supervision and as part of a multi-disciplinary team.	E	
Able to work calmly and efficiently under pressure	E	
Able to follow plans and procedures related to our ways of working, risk assessments, health and safety policies and safeguarding policies.	E	
Excellent communication skills	E	
Demonstrates empathy with participants and their supporters	E	
Confident cyclist enthusiastic about the opportunities that cycling can bring	E	
Experience of delivering in community sport programmes		D
Experience of working with disabled children, adults and the elderly and their families and their support networks		D
Experience of co-ordinating and supporting volunteers		D
Experience of performing basic cycle maintenance.		D
To hold a clean full driver's license & experience of driving vans		D
Current First Aid training.		D

Physical Effort

Working hours are flexible and varied in accordance with the requirements of the role. You will be expected to undertake bending, stretching and lifting in the course of their duties, when necessary, e.g., moving the cycles, loading, and unloading vans and storing other stock and components in our facilities.

Working Environment

You will be expected to work outside delivering inclusive cycling sessions. They may need to work outside in inclement weather conditions on occasion. Wheels for All will provide you with a cycle to fulfil your role if necessary.

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 be carried out.

You 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.

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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.

Availability

You 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.

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 postholder. 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.