

Kingston Wheels for All Co-ordinator

Job spec and Description

From May 22 – to April 2024 14 hours per week £8080 per year (FTE £20020)

Introduction

This exciting role will focus on creating regular inclusive cycling opportunities for disabled people and those leading inactive lifestyles from across the borough of Kingston Upon Thames. Working alongside partners from Kingston Borough council, disability services and local cycling clubs, we will create and deliver a regular inclusive cycling offer for children, adults and the elderly recovering from ill health, those living with a disability and creating a support programme for their families and friends.

The aim is to give everyone regardless of ability the chance to cycle, and then to build onto the programme by offering regular sessions across the town and then progress and development pathways for those who want to go further and weave cycling into lifestyle.

As the post holder, you will be responsible for the creation of an effective inclusive cycling offer for the communities of Kingston working with a broad range of partners and support networks, to create a sustainable cycling package that becomes an asset for the communities of Kingston. You will be responsible for the delivery of the inclusive cycling sessions, managing a growing network of partners and recruiting and retaining volunteers to support the programme across the region. You will be a highly motivated individual with experience of working across a broad section of partners. You will ideally have experience of managing community projects and working with disabled and inactive people.

Key Components

- Partnership building with a broad range of existing and potential new partners.
- Understanding the need and demand from participants and partner organisations.
- Delivering inclusive activities needed and appropriate for the target audience.
- Inclusive Wheels for All activity training.
- 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 Kingston including delivery sites of the Kingsmeadow Athletics track.
- The delivery of good 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.
- The creation of a consistent inclusive cycling offers across the regions – leading to a sustainable network of inclusive cycle infrastructure supported with an effective range of behavioral change programmes.

Location(s) The post holder will initially focus on delivering activity at the Kingsmeadow Athletics track in Kingston Upon Thames. We will also work with disability organisation's from their settings and from the homes of the disabled person.

Training

Our aim at Cycling Projects, is to deliver a support package that would remove any such barriers and give them the skills, confidence, and self-esteem to use cycling as their mode of transport and mobility.

1. Job Purpose

1. The primary aim is to create inclusive cycling opportunities through partnerships across Kingston, working closely with individuals, groups and organisations who need to be active or who support disabled people to be active and live an improved lifestyle.
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 Kingston Wheels for All programme including the nurturing of partnerships, participation, volunteer recruitment and to be responsible for creating standards of good practice standards.
5. To ensure that the Wheels for All's social mission is delivered and that the project reaches disadvantaged children, young people, adults, and the elderly on a regular basis.

2. 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.
To recognise the needs of the communities 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 Kingston Wheels for All.
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.

3. Principal Duties & Responsibilities

1. The development of positive activities for children and young people and adults of all abilities, with health wellbeing themed delivery to narrow the inequality gap.
2. To work competently with partners, volunteers, and recipients of the Kingston Wheels for All service
3. Formulate inclusive cycling interventions including identifying key milestones and performance measures as well as appropriate progression routes, assessing the impact the project will have on users across Kingston.
4. To organise and facilitate regular meetings of strategic partners steering groups as well as the creation of a participants steering group.
5. To ensure appropriate recruitment of all staff and volunteers, 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 monitor progress and evaluate the outcomes of the Kingston Wheels for All programme ensuring that any steering group, project stakeholders and funders are kept informed through regular reporting.
8. Contribute to the formulation of sustainability plans and funding bids to secure resources for the long term
9. 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"> • 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"> • To hold a clean full driver's license & experience of driving vans 		D
<ul style="list-style-type: none"> • Current First Aid training. 		D

5. Physical Effort

Working hours are flexible and varied in accordance with the requirements of Cycling Projects 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.

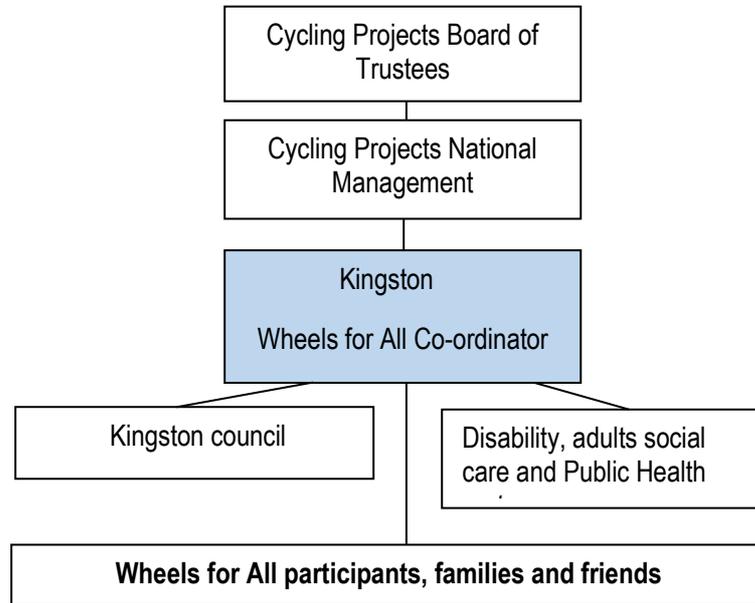
The post holder will be expected to contribute to the protection of children and vulnerable adults as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

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. Cycling Projects 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

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.

Suggested Organisational Chart for the Kingston Wheels for All programme



Contacts/Partnerships

- Kingston Council
 - The Kingsmeadow Athletics Track
 - Kingston Wheelers
 - Adult services (Leonard Cheshire and others)
 - London Sport
 - Send Schools and disability support groups
- Other partners will emerge once the programme begins*

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: Kingston Wheels for All Coordinator		Post no. KINWFA 1
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:	<p>Set a good example by doing the right thing, acting in an assured and unhesitating manner</p> <ul style="list-style-type: none"> ▪ 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. 	

Wheels for All

The national inclusive cycling charity

11 / 13 Wilson Patten Street, Warrington, WA1 1PG

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