



Inclusive Cycling Coordinator: Greater Manchester & Yorkshire

November 2024



1. Role summary

Title	Inclusive Cycling Coordinator x 2 roles
Salary	£24,000 to £26,000 FTE per annum (dependent on experience and location)
Hours	Part time. 28 hours per week (0.8 FTE)
Contract	Fixed term. Until March 31 st , 2026
Locations	(primarily within) Greater Manchester
Reporting to	Regional Manager (GM and Yorkshire)

2. Staff benefits

Wheels for All is committed to the health and wellbeing of our staff. We are proud to offer these benefits to all members of our team:

- **Birthday bonus** – take an additional day off to celebrate your birthday.
- **Volunteering** – take a volunteering day each year to support another charity or Wheels for All partner.
- **Apparel** – we provide all members of staff with quality clothing to keep them looking and feeling good when out and about.
- **Flexible working arrangements** - including working from home and flexibility around caring responsibilities.
- **Annual leave entitlement of 25 days** - in addition to public holidays, increasing by one day each year up to a maximum of 30. (Note: pro-rata for part-time colleagues).
- **Employee Assistance Programme** - access to a 24/7 confidential helpline, counselling services and online information.
- **Healthy and wellbeing** - we welcome staff to embed regular exercise into their daily work lives. We provide access to a Cycle to Work scheme (unlocking savings of up to 47% on the cost of a new cycle and accessories) and yoga classes at our head office.

3. About Wheels for All

Wheels for All (the operating name of Cycling Projects Ltd) is a leading national charity delivering accessible cycling opportunities for people to be active on their terms.

- Wheels for All was established over 30 years ago and has created the largest network of accessible cycling opportunities across the country.
- Supporting people to start and continue cycling regardless of ability.
- Working with local partners, we have supported the creation of more than 50 accessible cycling hubs, many of which are now run independently, assisted by dedicated and committed staff and volunteers.
- Wheels for All is also a national leader for accessible cycle training providing specialist support and guidance to community initiatives and partners on setting up local inclusive cycling programmes.
- We are proud to support more people to be more active, improving their physical and mental wellbeing.
- We are committed to providing safe, enjoyable, accessible and social environments for our participants to begin and progress their cycling, whether for recreation or active travel.

We are currently in an exciting period of growth as we upscale our delivery to enable more people to enjoy the benefits of cycling.

Our new 'We Ride Together' Film captures the true spirit of the charity through powerful language and imagery by telling the story in the form of a poem about Dave, a *Wheels for All* volunteer and cyclist who had been recently widowed and joined the charity to help him deal with his bereavement. Loneliness is one the largest health concerns we face, and people are feeling more isolated and disconnected than ever before, but Dave is proof that having a connection with others through a shared interest such as cycling can provide a happier and healthier future for all involved. Our cycling programmes are fine examples of how such communities can flourish and thrive and we should never underestimate the lifeline that the charity is to so many people.

Please watch the new film here

<https://www.youtube.com/watch?v=wAHYqIQqUa8>



3. Role overview

As the Inclusive Cycling Coordinator, your primary responsibility will be to coordinate inclusive cycling activities catering to children, adults, the elderly, and individuals recovering from illness or living with disabilities.

- Create positive cycling experiences for people of all abilities.
- Demonstrate effective engagement by understanding the lived experiences of individuals with disabilities or long-term health conditions.
- Support partnerships, participation, volunteer recruitment, and uphold high standards of care and good practice.
- 1 x role will take the lead on programme delivery of Bike Buddy initiative

4. Role responsibilities

Inclusive cycling centres

- **Delivery:**

- Coordinate, lead and manage the delivery of inclusive cycling activities at internal Wheels for All hubs to Wheels for All Ways of Working standards.
 - Develop and implement a cycling programme that meets the needs of target audiences, ensuring safety and sociability.
 - Support the establishment of sustainable hubs, including contributing to funding bids.
 - Work professionally with partners, volunteers, and participants.
 - Manage and support sessional staff and volunteers supporting the inclusive cycling activities
 - Conduct bike maintenance as per guidelines.
 - Conduct research and present findings for new proposals.
- **Volunteer Development:**
 - Assist in recruiting, training, retaining, and recognising volunteers.
 - Organise activities to attract new volunteers.
 - Support volunteers through their lifecycle with the organisation.
 - Listen to volunteer feedback and act upon it.
- **Monitoring and Evaluation:**
 - Ensure centres monitor quality, safety, and impact data using Kinetic+.
 - Provide regular performance updates and report on current grants.
- **Marketing and Communications:**
 - Collaborate with the Marketing and Communication Officer to communicate the charity's impact.
- **Finance Management:**
 - Ensure timely submission of financial information.
 - Communicate changes in staffing hours and tasks to the finance team.

General:

- Lead by example and foster a positive, professional working environment.
- Adhere to Wheels for All Ways of Working, policies, and procedures.
- Regularly attend Wheels for All sessions.

- Be flexible with working hours and conditions, including regular outdoor work leading delivery of inclusive cycling activities and events.
- Contribute to the protection of children and vulnerable adults.
- Promote, monitor, and maintain health, safety, and security in the workplace.

Learning and Development:

- Stay informed about current inclusion and engagement campaigns.
- Complete necessary training to maintain up-to-date knowledge.

Note: This job description is subject to amendment based on experience and consultation with the post holder. It provides a general indication of duties and may vary over time.

Background Checks: As this role may involve working in regulated environments with young people, any offer will be conditional on satisfactory background checks, including criminal record checks and references.

5. Person Specification:

Essential Criteria:

1. **Passion for Inclusivity:** Demonstrated commitment to inclusivity and accessibility within community-based programmes, particularly in the context of cycling or outdoor activities.
2. **Excellent Communication Skills:** Strong verbal and written communication skills, with the ability to effectively engage with a diverse range of stakeholders including participants, volunteers, and partner organisations.
3. **Organisational Skills:** Proven ability to manage multiple tasks and priorities, with attention to detail and the ability to meet deadlines in a dynamic environment.
4. **Teamwork and Collaboration:** A collaborative and team-oriented approach, with experience working effectively with volunteers, colleagues, and external partners to achieve shared goals.
5. **Problem-Solving Skills:** Resourceful and adaptable, with the ability to identify challenges and proactively develop practical solutions to overcome them.

6. **Empathy and Sensitivity:** Empathetic and sensitive to the needs of individuals with disabilities or long-term health conditions, with a genuine desire to support their participation in cycling activities.
7. **Flexibility and Adaptability:** Willingness to work flexible hours, including evenings and weekends as required, and the ability to adapt to changing priorities and circumstances.
8. **Computer Literacy:** Proficiency in basic computer applications (e.g., Microsoft Office suite) and willingness to learn new software tools as needed for programme management and communication.

Desirable Criteria:

1. **Experience in Cycling Programmes:** Previous experience coordinating or facilitating cycling programmes, particularly those focused on inclusivity and accessibility, would be advantageous.
2. **Volunteer Management Experience:** Experience recruiting, training, and coordinating volunteers, with a proven ability to nurture positive relationships and recognise volunteer contributions.
3. **Knowledge of Health and Safety Regulations:** Familiarity with health and safety regulations relevant to outdoor activities and event management, including risk assessment and mitigation.
4. **Understanding of Fundraising:** Basic understanding of fundraising principles and experience supporting funding applications or grant management would be beneficial.

6. Application Process

Please apply by sending your CV and a covering letter explaining how you meet the requirements of the role to recruiting@wheelsforall.org.uk, including 'Inclusive Cycling Coordinator' in the title. Alternative formats are also welcomed e.g. video or audio.

You don't need to be a cyclist to apply for this role, but you do need to share our passion to deliver our services and enjoy making a difference to people's lives.

Closing date for applications: **Midday on Tuesday 10th December.**

If you have any questions or would like to have an informal discussion

about the role, please email recruiting@wheelsforall.org.uk, call 01925 575 628 or visit our [contact page](#).

Data protection

Wheels for All will only process and store your personal information. (this means any information that identifies or could identify you) for the purposes of recruitment, after which it will be securely disposed.

Equal opportunities

We welcome and encourage applications from people of all backgrounds.

Wheels for All is committed to creating an inclusive culture, through fostering a diverse workforce where everyone feels like they belong, differences are valued, and everyone can reach their potential. We are a [Disability Confident Committed employer](#) and are actively seeking to diversify and to create a workplace that is welcoming for all, ensuring that our workforce is representative of wider society and the communities we support.

