



Regional Inclusive Cycling Coordinator

Greater London, Surrey & The South



1.Role summary

Title	Regional Inclusive Cycling Coordinator (Regional ICC)
Salary	£27,000 per annum FTE
Hours	Two days per week (0.4 FTE)
Contract	Fixed term (to September 2027)
Location	Covering Surrey, London and parts of the South of England
Reporting to	Regional Manager for London & South

2.Staff benefits

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

- **Birthday bonus** – an additional day off to celebrate your birthday.
- **Volunteering day** – one paid volunteering day each year to support another charity or a Wheels for All partner.
- **Apparel** – we provide high-quality branded clothing to ensure staff feel comfortable and represent the organisation professionally when working in the community..
- **Flexible working arrangements** – including opportunities for home working and flexibility around caring responsibilities.
- **Annual leave** – 25 days of annual leave, in addition to bank holidays, increasing by one day each year up to a maximum of 30 days (pro rata for part-time colleagues).
- **Employee Assistance Programme (EAP)** – access to a confidential 24/7 helpline, counselling services and online wellbeing resources.
- **Cycle to Work scheme** – access to a salary sacrifice scheme, enabling savings of up to 47% on the cost of a new bicycle and accessories.
- **Tech scheme** – access to a salary sacrifice scheme for purchasing technology.
- **Pension contribution** – employer pension contributions in line with the organisation's pension scheme.

3.Role overview

As Regional Inclusive Cycling Coordinator, you will provide leadership across our hubs in Surrey, Greater London & the South to strengthen the quality, consistency and sustainability of our inclusive cycling hubs. Your role focuses on developing strong volunteer teams, managing local partnerships, ensuring high standards across all hubs, and supporting centres to embed Kinetic+ reporting and audit processes.

Rather than delivering sessions day-to-day, you will work with partners, volunteers and local stakeholders to build long-term, community-led provision that reduces reliance on staff-led delivery and supports the wider growth of the Wheels for All network.

Your work will focus on:

- Creating positive cycling experiences for people of all abilities
- Training and empowering volunteers to lead sessions with confidence
- Building local resilience so hubs can transition to stronger local ownership
- Reducing direct salaried and sessional delivery where partners can take more responsibility
- Reinvesting freed capacity into supporting independent Bronze and Silver centres
- Supporting the overall growth, quality and sustainability of the national network rather than day to day delivery

You will work with children, adults, older people, and people recovering from illness or living with disabilities.

4.Role responsibilities

Building local resilience and sustainability

- Lead regional standards across hubs in Surrey, Greater London & the South.
- Coordinate early hub audits and support hubs to prepare for follow-up reviews.
- Manage and Support key partnerships to take increasing ownership of local hubs
- Establish clear exit plans for hubs where volunteer teams and partners can take the lead
- Reduce direct salaried and sessional staffing as local ownership grows
- Strengthen volunteer structures so hubs can continue with less dependence on Wheels for All staff
- Reinvest saved capacity into supporting new centres and developing the national network

Volunteer development

- Oversee volunteer onboarding processes across the region and support local recruitment plans.
- Recruit, train and support volunteers to deliver high quality inclusive cycling sessions
- Build volunteer confidence and skills to lead activities independently
- Create positive volunteer experiences that support long term retention
- Listen to volunteer feedback and take action where needed
- Recognise and celebrate volunteer contributions

Inclusive cycling centre coordination

- Provide support and coordination to hubs following Wheels for All Ways of Working
- Develop session plans that are safe, social and accessible
- Work positively with local partners, volunteers and participants
- Support basic cycle checks and simple maintenance tasks
- Contribute to new proposals and feasibility work when required

Monitoring and evaluation

- Ensure consistent use of Kinetic Plus across all hubs within the region.
 - Supporting centres to record attendance, safety and impact on Kinetic Plus
- Provide updates to the Regional Manager / Head of Development & Inclusive Delivery and contribute to grant reporting

Marketing and communications

- Work with the Marketing Officer to share local stories and activities
- Promote the visibility and value of inclusive cycling in local communities

Finance and administration

- Submit financial information on time
- Update the finance team about any changes in hours or tasks for sessional staff or volunteers

General responsibilities

- Work in line with Wheels for All Ways of Working and procedures
- Attend sessions regularly and represent the organisation with professionalism
- Promote the safety and wellbeing of all participants
- Work flexibly including occasional evenings and weekends
- Contribute to a positive team culture across the organisation

Learning and development

- Keep up to date with current practice in inclusion and community engagement

- Complete training as required

5. Person Specification:

Essential Criteria:

- Passion for inclusivity and community activity
- Strong communication skills with a wide range of people
- Good organisational skills and attention to detail
- Ability to work well with volunteers and partners
- Practical problem solving skills
- Empathy and sensitivity to the needs of people with disabilities or long term conditions
- Flexibility to respond to changing needs and occasional weekend working
- Basic computer skills and willingness to learn new systems

Desirable Criteria:

- Experience in inclusive or community cycling
- Volunteer management experience
- Understanding of health and safety in outdoor activity
- Awareness of fundraising and grant processes

6. Application Process

Please apply using the link provided and include a covering letter explaining how you meet the requirements of the role. We also welcome applications in alternative formats, such as a short video or audio submission.

Please note that we may close the job advert early if we receive a high volume of applications. The estimated closing date is 13 April 2026.

If you have any questions or would like to arrange an informal discussion about the role before applying (available until 13 April), please email recruitment@wheelsforall.org.uk.

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.

