



Wheels For All Volunteer Role Profiles



Wheels
for All

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Volunteer Role Profiles

1

Title	Wheels for All supporter
Summary of role	A Wheels for All supporter helps to elevate Wheels for All's work through increasing awareness of the organisation, supporting with tasks at our centres and ad-hoc project work.
Responsibilities and duties	A Wheels for All supporter: <ul style="list-style-type: none"> • Supports marketing campaigns via social media, other media, and website updates • Supports fundraising activities and represents Wheels for All at events
Knowledge, skills, and qualities	A Wheels for All supporter demonstrates and applies the knowledge, skills and qualities listed here. <p>Knowledge and skills</p> <ul style="list-style-type: none"> • Understands the Wheels for All programmes and organisation's mission • Be a good administrator, with strong organisation and time management skills • Have a working knowledge of using social media platforms and other media • Be able to engage and build relationships with external stakeholders <p>Qualities</p> <ul style="list-style-type: none"> • Approachability and friendliness • Positive attitude • Great interpersonal and communication skills • Honesty and integrity • Reliability and punctuality
Performance standards	A Wheels for All supporter will at all times: <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed the Wheels for All volunteer Handbook • Not do anything which brings Wheels for All into disrepute
Onboarding requirements, training and support	Onboarding requirements <ul style="list-style-type: none"> • 2 volunteer references <p>Training There are no training requirements for this role</p> <p>Support Support is available nationally from Wheels for All's national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

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Title	Remote project volunteer
Summary of role	A remote project volunteer using their time remotely to support Wheels for All with a designated project to help contribute to our development nationally as a charity or within a specific region.
Responsibilities and duties	A remote project volunteer: <ul style="list-style-type: none"> • Contributes to regional or national projects that support our mission to grow inclusive cycling across the UK by helping us to further key development work.
Knowledge, skills, and qualities	A remote project volunteer demonstrates and applies the knowledge, skills and qualities listed here. <p>Knowledge and skills</p> <ul style="list-style-type: none"> • Understands the Wheels for All programmes and organisation’s mission • Be a good administrator, with strong organisation and time management skills • Be able to engage and build relationships with external stakeholders • Be able to prioritise and manage time effectively • Be able to work independently with remote support available <p>Qualities</p> <ul style="list-style-type: none"> • Great interpersonal and communication skills • Honesty and integrity • Reliability and punctuality
Performance standards	A Wheels for All supporter will at all times: <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed the Wheels for All volunteer Handbook • Not do anything which brings Wheels for All into disrepute
Onboarding requirements, training and support	Onboarding requirements <ul style="list-style-type: none"> • 2 volunteer references Training There are no training requirements for this role <p>Support Support is available nationally from Wheels for All’s national volunteer manager, regionally from relevant regional manager. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

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Title	Meet and greeter
Summary of role	Meet and greet volunteers welcome our participants/carers to sessions with warmth making them make them feel at ease and reassured. A meet and greeter will also oversee the completion of the session registers and coordinating any bookings.
Responsibilities and duties	<p>A meet and greeter:</p> <ul style="list-style-type: none"> • Welcomes participants with warmth and makes them feel at ease and reassured • Ensures participants are booked on / assist those who have not pre-booked • Ensures all activity registers, registration and health documents are completed / available for every person at the session, participants, carers, volunteers, and staff • Ensures people have seen and understand the Wheels for All code of conduct • Ensures insurance document is visible • Collects and records session payments • Gets to know participants and carers to understand the participants' capabilities, any essential or helpful aids, potential triggers and assistance required • Passes on any helpful information learnt from the participant / carer to the session/activity leaders
Knowledge, skills, and qualities	<p>Meet and greeters demonstrate and apply the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Understands the Wheels for All programmes and how they are delivered • Understands the needs of our participants/carers • Has an in-depth knowledge of the Wheels for All code of conduct • Understands and is responsible for completing all relevant tasks as described in Wheels for All ways of working document <p>Skills</p> <ul style="list-style-type: none"> • Ability to show sensitivity, empathy, tact and awareness of others' situations or emotions • Be able to establish and maintain effective relationships • Be a good administrator, with strong organisation and time management skills • Record, handle and convey information accurately <p>Qualities</p> <ul style="list-style-type: none"> • Empathy and understanding of how people can react differently to certain situations or triggers • Approachability and friendliness • Positive attitude • Great interpersonal and communication skills • Honesty and integrity • Reliability and punctuality
Performance standards	<p>A meet and greeter will at all times:</p> <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed the Wheels for All volunteer Handbook • Recognise and understand how to report any safeguarding concerns relating to children, young people, and adults at risk • Wear suitable clothing to carry out the role • Not do anything which brings Wheels for All into disrepute

<p>Onboarding requirements, training and support</p>	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • Enhanced DBS check <ul style="list-style-type: none"> ◦ Individual must be fully supervised until DBS check completed • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Wheels for All training theory modules and practical <p>Support</p> <p>Support is available nationally from Wheels for All's national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>
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Title	Session leader
Summary of role	Oversees the session and coordinates the team members to deliver successfully a safe and engaging session.
Responsibilities and duties	<p>A session leader:</p> <ul style="list-style-type: none"> • Manages sessions in line with Wheels for All policies and procedures • Checks that activity registers have been completed • Ensures there are sufficient resources present to run the session (people, equipment, and documentation) • Ensures dynamic risk assessments performed <ul style="list-style-type: none"> ◦ Participants, setting, conditions, confidence, behaviour, sociability, engagement, fitness, fatigue, concentration, and equipment including clothing & helmets ◦ The environment including route, surface condition, operating ratios, weather, and any unanticipated hazards. • Provides feedback to participants and carers as required by escalation Liaises with Centre Leader and other roles • Prepares and understands the session routes and activities • Plans, records and communicate appropriate routes including hazards, risks, and mitigations
Knowledge, skills, and qualities	<p>Session leaders demonstrate and apply the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Understands the Wheels for All programmes and how they are delivered • Understands the needs of our participants/carers/volunteers • Understands and is responsible for completing all relevant tasks as described in Wheels for All ways of working document <p>Skills</p> <ul style="list-style-type: none"> • Lead and manage a team of volunteers to deliver a safe and enjoyable session • Delegate tasks appropriately and effectively • Respond appropriately in the event of an incident • Recognise the range of emotional and behavioural challenges faced by participants and be able to create a culture of empathy, patience and understanding whilst, maintaining independence. • Ability to show sensitivity, tact, diplomacy and awareness of others' situations or emotions • Effective leadership and coordination skills • A good, clear and timely communicator <p>Qualities</p> <ul style="list-style-type: none"> • Approachability and friendliness • Empathy and understanding of how people can react differently to certain situations or triggers • Adaptable and flexible to changing circumstances • Effective as part of a team • Positive attitude • Honesty and integrity • Reliability and punctuality

<p>Performance standards</p>	<p>A session leader will at all times:</p> <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed the Wheels for All volunteer Handbook • Recognise and understand how to report any safeguarding concerns relating to children, young people, and adults at risk • Wear suitable clothing to carry out the role • Not do anything which brings Wheels for All into disrepute
<p>Onboarding requirements, training and support</p>	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • Enhanced DBS check <ul style="list-style-type: none"> ◦ Individual must be fully supervised until DBS check completed • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Wheels for All training theory modules and practical • First aid qualification (First aid at work - 1 day) <p>Support</p> <p>Support is available nationally from Wheels for All's national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required. training. are also available from Wheels for All headquarters.</p>

Title	Activity leader (Task specific)
Summary of role	<p>The session leader will delegate essential parts of the overall session to their team of activity leaders to manage and lead effectively. The elements of a session that an activity leader could be asked to lead are:</p> <ul style="list-style-type: none"> • Assessing participants and matching them to a suitable cycle • Equipment/cycles/helmet briefings and instruction • Participant engagement • Session observation
Responsibilities and duties	<p>An activity leader:</p> <ul style="list-style-type: none"> • Liaises with the meet and greeters to understand any essential or helpful aids / assistance that can be provided • Matches participants to suitable equipment • Adjusts cycle contact points to fit the participants (saddle height, handlebar reach, toeclip / footplate positioning) • Demonstrates how to use the cycle: stopping, parking & braking for safe mounting & dismounting, steering, pedalling (feet and hands), change gear, observe others and the way forward • Assesses participant / carer capability in all aspects of using the cycle safely • Provides and assists with ensuring helmets are fitted/worn • Accompanies participants whilst riding the course – (as pilot or passenger) • Talks with participants and carers to make them feel welcome and offer encouragement • Take up appropriate position to observe sessions - is alert & responsive to actions and risks. Aware of surroundings and risks • Praises good practice and intervenes to stop poor practice • Says farewell & hope to see you at the next session • Holds a debrief with the session leader at the end of the session
Knowledge, skills, and qualities	<p>Activity leaders demonstrate and apply the knowledge, skills and qualities listed here.</p> <p>Knowledge and skills:</p> <ul style="list-style-type: none"> • Understands the Wheels for All programmes and how they are delivered • Understands the needs of our participants/carers • Understands and is responsible for completing all relevant tasks as described in Wheels for All ways of working document <p>Qualities:</p> <ul style="list-style-type: none"> • Approachability and friendliness • Great interpersonal and communication skills • Honesty and integrity • Some cycling experience (although not necessarily needed) • Patience and an inclusive approach to engagement • Reliability and punctuality • Excellent organisational skills and initiative

<p>Performance standards</p>	<p>An activity leader will at all times:</p> <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed the Wheels for All volunteer Handbook • Recognise and understand how to report any safeguarding concerns relating to children, young people, and adults at risk • Wear suitable clothing to carry out the role • Not do anything which brings Wheels for All into disrepute
<p>Onboarding requirements, training and support</p>	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • Enhanced DBS check <ul style="list-style-type: none"> ◦ Individual must be fully supervised until DBS check completed • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Wheels for All training theory modules and practical • First aid qualification (First aid at work – 1 day) <p>Support</p> <p>Support is available nationally from Wheels for All’s national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

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Title	Ride leader
Summary of role	A ride leader delivers guided bike rides for groups of beginner and intermediate level participants on roads and cycle paths.
Responsibilities and duties	<p>A ride leader:</p> <ul style="list-style-type: none"> • Leading rides following the Wheels for All guidelines • Completes pre and post ride administration tasks • Promote helmet wearing for all to protect riders and volunteers from injury • Plans and reviews the rides for the safest and most enjoyable experience • Helps to prepare and pack away after a ride e.g. <ul style="list-style-type: none"> ◦ Preparing cycling activities, registering riders, risk assessing the bikes, checking equipment, pumping up tyres and buddying up with new members • Risk assesses the route for hazards • Provides a warm, friendly welcome to all riders as the public face of Wheels for All, answering any questions and encouraging people to get involved in future rides • Supports any other volunteers on the ride <ul style="list-style-type: none"> ◦ Partners up with new volunteers, assigns ride roles to volunteers such as the back marker position
Knowledge, skills, and qualities	<p>Ride leaders demonstrate and apply the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Understands and is responsible for completing all relevant tasks as described in Wheels for All ways of working document • Understand the best practice around: <ul style="list-style-type: none"> ◦ Ride preparation ◦ Group management ◦ Risk management ◦ Route planning • Working understanding of the highway code, riding on the road and leading a group <p>Skills</p> <ul style="list-style-type: none"> • Effective encouraging of participants • Clear communication • Good interpersonal skills <p>Qualities</p> <ul style="list-style-type: none"> • Approachability and friendliness • Honesty and integrity • Some cycling experience • Patience and an inclusive approach to engagement • Reliability and punctuality • Excellent organisational skills and initiative

<p>Performance standards</p>	<p>A ride leader will at all times:</p> <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed the Wheels for All volunteer Handbook • Recognise and understand how to report any safeguarding concerns relating to children, young people, and adults at risk • Wear suitable clothing to carry out the role • Not do anything which brings Wheels for All into disrepute
<p>Onboarding requirements, training and support</p>	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • Enhanced DBS check <ul style="list-style-type: none"> ◦ Individual must be fully supervised until DBS check completed • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Wheels for All training theory modules and practical • Ride leader training • First aid qualification (First aid for ride leaders or first aid at work – 1 day) <p>Support</p> <p>Support is available nationally from Wheels for All’s national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

Title	Bike Buddy
Summary of role	A bike buddy focuses on giving individuals the skills, knowledge, and confidence to cycle from their front door or from the settings of their care and support organisation.
Responsibilities and duties	<p>A bike buddy:</p> <ul style="list-style-type: none"> • Supports participants to ride a two wheeled bike or adapted disability cycle of their choice which is suitable for their needs • Supports the assessment of the most appropriate cycle for the participant • Assists finding and assessing routes appropriate for the participant • Helps to check the cycle and empower the participant/carer to how to ensure their cycle(s) are safe to use
Knowledge, skills and qualities	<p>A bike buddy demonstrates and applies the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Understand the practicalities around keeping and using a cycle and/or an adapted cycle • Best practices for ride preparation/route planning • Understands how to assess individuals and help match them with a cycle suitable for their needs <p>Skills</p> <ul style="list-style-type: none"> • Able to create a supportive environment • Communicates clearly • Builds and maintains effective relationships • Provides motivation to help participants achieve their goals • Listens to participants to understand their strengths/weaknesses and what they want to achieve <p>Qualities:</p> <ul style="list-style-type: none"> • Approachability and friendliness • Great interpersonal and communication skills • Honesty and integrity • Some cycling experience (although not necessarily needed) • Patience and an inclusive approach to engagement • Reliability and punctuality • Excellent organisational skills and initiative
Performance standards	<p>A bike buddy will at all times:</p> <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed the Wheels for All volunteer Handbook • Recognise and understand how to report any safeguarding concerns relating to children, young people, and adults at risk • Not do anything which brings Wheels for All into disrepute
Onboarding requirements, training and support	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • Enhanced DBS check • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Wheels for All training theory modules and practical • First aid qualification (First aid for ride leaders or first aid at work – 1 day) <p>Support</p> <p>Support is available nationally from Wheels for All’s national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

Title	Equipment handler
Summary of role	Equipment handlers ensure that all equipment is safely taken out of storage ready for a session and returned to storage afterwards.
Responsibilities and duties	<p>An equipment handler:</p> <ul style="list-style-type: none"> • Is familiar with and understands the equipment storage facility layout and best practice for safe storage • Liaises with the session leader to understand which equipment needs to be taken out of storage (any booked cycles & favourites + ad hoc cycles) • Takes equipment out of storage and sets it up at safe cycle handover zone - making sure parking brake is engaged - pushbutton (e.g. trike), or lever (e.g. handcycle), and seat post is secure ready for use including ABCD & M safety checks. • Identifies and marks faulty equipment – do not use and arranges for repair • Returns equipment back into storage after the session has finished
Knowledge, skills and qualities	<p>Equipment handlers demonstrate and apply the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Good working knowledge of our cycles and relevant equipment • Knows and understands how to clean equipment whilst keeping themselves safe • Understands the best practice for manual handling <p>Skills</p> <ul style="list-style-type: none"> • Able to assess the cycles to highlight those that are safe to use/fit for purpose <p>Qualities</p> <ul style="list-style-type: none"> • Approachability and friendliness • Great interpersonal and communication skills • Honesty and integrity • Patience and an inclusive approach to engagement • Reliability and punctuality • Excellent organisational skills and initiative
Performance standards	<p>An equipment handler will at all times:</p> <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed in the Wheels for All volunteer agreement. • Recognise and understand how to report any safeguarding concerns relating to children, young people, and adults at risk • Not do anything which brings Wheels for All into disrepute
Onboarding requirements, training and support	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • Enhanced DBS check • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Wheels for All training theory modules and practical • First aid qualification (First aid for ride leaders or first aid at work – 1 day) <p>Support</p> <p>Support is available nationally from Wheels for All’s national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

Title	Cycle checker
Summary of role	A cycle checker supports our fleet of cycles ensuring they are clean ready to use, safe to ride and any issues are reported to allow fixing by Wheels for All's maintenance team.
Responsibilities and duties	<p>A cycle checker:</p> <ul style="list-style-type: none"> • Assesses the cycles to ensure they are safe to ride • Reports any cycles that are damaged or in poor condition • Cleans the cycles ready for use • Adjusts tyres to recommended pressure per tyre wall
Knowledge, skills, and qualities	<p>Cycle checker demonstrates and applies the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Good working knowledge of cycles and relevant equipment • Understands best practice around cleaning of cycles <p>Skills</p> <ul style="list-style-type: none"> • Able to assess the cycles to highlight those that are safe to use/fit for purpose <p>Qualities</p> <ul style="list-style-type: none"> • Approachability and friendliness • Great interpersonal and communication skills • Honesty and integrity • Patience and an inclusive approach to engagement • Reliability and punctuality • Excellent organisational skills and initiative
Performance standards	<p>A cycle checker will at all times:</p> <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed in the Wheels for All volunteer agreement. • Recognise and understand how to report any safeguarding concerns relating to children, young people, and adults at risk • Not do anything which brings Wheels for All into disrepute
Onboarding requirements, training and support	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • Enhanced DBS check • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Wheels for All training theory modules and practical • First aid qualification (First aid for ride leaders or first aid at work - 1 day) <p>Support</p> <p>Support is available nationally from Wheels for All's national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

Title	Fundraising volunteer
Summary of role	A fundraising volunteer supports the organisation's fundraising activities by helping raise vital funds in our hubs, engaging with supporters, and contributing to the success of campaigns and events. This role helps ensure the charity can continue delivering its mission.
Responsibilities and duties	<p>A fundraising volunteer:</p> <ul style="list-style-type: none"> • Supports fundraising campaigns by helping with planning, outreach, and delivery of campaigns in the hubs. • Assists with events such as community fairs, charity collections, sponsored challenges, or online campaigns at the hubs. • Engages with donors and supporters in a friendly, professional manner. • Helps with admin tasks such as support sending thank-you messages, or preparing materials. • Promotes the charity within your community (online or in person). • Identifies new fundraising opportunities and share creative ideas with the team. • Maintains accurate and confidential records in line with data protection requirements.
Knowledge, skills, and qualities	<p>Cycle checker demonstrates and applies the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • No previous fundraising experience is required training and support will be provided. <p>Skills</p> <ul style="list-style-type: none"> • Comfortable speaking to people in person or by phone (optional) • Able to work independently and as part of a team • Basic IT skills (email, online forms, etc.) <p>Qualities</p> <ul style="list-style-type: none"> • Friendly, positive, and enthusiastic • Good communication skills • Reliable and organised
Performance standards	<p>A fundraising volunteer will at all times:</p> <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed in the Wheels for All volunteer agreement. • Recognise and understand how to report any safeguarding concerns relating to children, young people, and adults at risk • Not do anything which brings Wheels for All into disrepute
Onboarding requirements, training and support	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • Standard DBS check • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Wheels for All training theory modules and practical • Training in fundraising, communications, and event delivery <p>Support</p> <p>Support is available nationally from Wheels for All's head of fundraising, national volunteer manager and regionally from Wheels for All regional staff, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

Title	Qualified Cycle Mechanic (Cytech or City and Guilds qualified)
Summary of role	A qualified cycle mechanic supports Wheels for All's cycle maintenance team to repair and ensure our fleets of cycles are kept in working order ensuring they are safe to ride.
Responsibilities and duties	<p>A qualified cycle mechanic:</p> <ul style="list-style-type: none"> • Liaises with Wheels for All's cycle maintenance team to ensure they are informed as to the status of cycle's within their fleet • Provides Wheels for All's cycle maintenance team with all details related to issues with the cycles so they can understand the problem • Repair any issues with the cycles as per instruction from Wheels for All's maintenance team
Knowledge, skills, and qualities	<p>A qualified cycle mechanic demonstrate and apply the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Good working knowledge of cycles and relevant equipment • Understands the basics around repairing and maintaining cycles <p>Skills</p> <ul style="list-style-type: none"> • Able to assess the cycles to highlight those that are safe to use/fit for purpose • Ability to talk through any issues regarding our cycles when liaising with Wheels for All's maintenance team • Able to follow instruction from our maintenance team when repairing and maintaining cycles <p>Qualities</p> <ul style="list-style-type: none"> • Attention to detail • Proactive in keeping up to date with cycle maintenance best practice • Great interpersonal and communication skills • Honesty and integrity • Patience and an inclusive approach to engagement • Reliability and punctuality • Excellent organisational skills and initiative
Performance standards	<p>A qualified cycle mechanic will at all times:</p> <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed in the Wheels for All volunteer agreement • Recognise and understand how to report any safeguarding concerns relating to children, young people, and adults at risk • Not do anything which brings Wheels for All into disrepute
Onboarding requirements, training and support	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • Enhanced DBS check • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Wheels for All training theory modules and practical • Mechanic qualification (Cytech or City & Guilds) • First aid qualification (First aid for ride leaders or first aid at work – 1 day) <p>Support</p> <p>Support is available nationally from Wheels for All's national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

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Title	Driver
Summary of role	A Driver uses hired vehicles to transport cycles to their require location.
Responsibilities and duties	A driver: <ul style="list-style-type: none"> • Loads cycles from storage into the hired vehicle • Transports cycles to their required location
Knowledge, skills, and qualities	A driver demonstrates and applies the knowledge, skills and qualities listed here. <p>Knowledge</p> <ul style="list-style-type: none"> • Good working knowledge of cycles and relevant equipment • Understands best practice for moving and loading adapted cycles • Working knowledge of manual handling best practice <p>Skills/experience</p> <ul style="list-style-type: none"> • Able to assess the cycles to highlight those that are safe to use/fit for purpose • Experience driving similar vehicles <p>Qualities</p> <ul style="list-style-type: none"> • Approachability and friendliness • Great interpersonal and communication skills • Honesty and integrity • Patience and an inclusive approach to engagement • Reliability and punctuality • Excellent organisational skills and initiative
Performance standards	A driver will at all times: <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed in the Wheels for All volunteer agreement • Recognise and understand how to report any safeguarding concerns relating to children, young people, and adults at risk • Not do anything which brings Wheels for All into disrepute
Onboarding requirements, training and support	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • Valid driving license • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Wheels for All training theory modules • Mechanic qualification (Cytech or City & Guilds) • First aid qualification (First aid for ride leaders or first aid at work – 1 day) <p>Support</p> <p>Support is available nationally from Wheels for All’s national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

Title	Wheels for All Volunteer Forum Member
Summary of role	A Wheels for All volunteer forum member attends meetings on a quarterly basis to feed in ideas, sense check future work and to share best practise and to raise any issues facing our volunteers on the ground. A volunteer forum member will serve a maximum 24months.
Responsibilities and duties	<p>A Wheels for All volunteer forum member:</p> <ul style="list-style-type: none"> • Attends quarterly volunteer forum meetings • Feeds into consultation around future work concerning volunteers • Raises any views from fellow volunteers and brings suggestions for improvement
Knowledge, skills, and qualities	<p>Wheels for All volunteer forum members demonstrate and apply the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Understands the Wheels for All volunteer roles • Is aware of our volunteer journey and any challenges faced <p>Skills</p> <ul style="list-style-type: none"> • Critical thinking • Highlight areas for improvement with solution focus • Effective group discussion • Ability to analyse with strategic approach <p>Qualities</p> <ul style="list-style-type: none"> • Approachability and friendliness • Positive attitude • Great interpersonal and communication skills • Honesty and integrity • Proactive nature • Reliability and punctuality
Performance standards	<p>A Wheels for All volunteer forum members will at all times:</p> <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed in the Wheels for All volunteer agreement. • Not do anything which brings Wheels for All into disrepute
Onboarding requirements, training and support	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • 2 volunteer references <p>Training</p> <p>There are no specific training requirements for this role</p> <p>Support</p> <p>Support is available nationally from Wheels for All's national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

Title	Wheels for All Volunteer Forum Chair
Summary of role	The Wheels for All volunteer forum chair attends meetings on a quarterly basis to provide leadership of the forum, conduct meetings effectively, represent the organisation, ensure it functions properly and achieves its objectives.
Responsibilities and duties	<p>The Wheels for All volunteer forum chair:</p> <ul style="list-style-type: none"> • Attends quarterly volunteer forum meetings • Prepares meeting agenda with National Volunteer Managers • Facilitates discussions • Maintains order of meetings • Acts as a spokesperson for the charity • Works with National Volunteer Manager to report key points to EMT
Knowledge, skills, and qualities	<p>Wheels for All volunteer forum members demonstrate and apply the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Understands the Wheels for All volunteer roles • Is aware of our volunteer journey and any challenges faced • How to effectively chair meetings <p>Skills</p> <ul style="list-style-type: none"> • Critical thinking • Active listening skills • Strategic thinking • Facilitation of meetings and discussions • Be able to adapt • Time management <p>Qualities</p> <ul style="list-style-type: none"> • Leadership and vision • Strong communication • Impartiality and objectivity • Diplomacy • Commitment • Decisiveness • Integrity • Empathy
Performance standards	<p>A Wheels for All volunteer forum members will at all times:</p> <ul style="list-style-type: none"> • Follow the volunteer code of conduct as detailed in the Wheels for All volunteer agreement. • Not do anything which brings Wheels for All into disrepute
Onboarding requirements, training and support	<p>Onboarding requirements</p> <ul style="list-style-type: none"> • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Utilise expertise within the charity about chairing meetings and hone your experience <p>Support</p> <p>Support is available through Wheels for All's National Volunteer Manager</p>

Title	Wheels for All Board Advisor (Expert by experience)
Summary of role	A Wheels for All volunteer forum member attends meetings on a quarterly basis to feed in ideas, sense check future work and to share best practise and to raise any issues facing our volunteers on the ground.
Responsibilities and duties	<p>A Wheels for All board advisor:</p> <ul style="list-style-type: none"> • Attends quarterly volunteer forum meetings • Feeds into consultation around future work concerning volunteers on a purely advisory basis • Raises any views from fellow volunteers and brings suggestions for improvement • Brings lived experience into board discussions
Knowledge, skills, and qualities	<p>Wheels for All volunteer forum members demonstrate and apply the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Understands the Wheels for All volunteer roles • Is aware of our volunteer journey and any challenges faced <p>Skills</p> <ul style="list-style-type: none"> • Critical thinking • Highlight areas for improvement with solution focus • Effective group discussion • Ability to analyse with strategic approach <p>Qualities</p> <ul style="list-style-type: none"> • Approachability and friendliness • Positive attitude • Great interpersonal and communication skills • Honesty and integrity • Proactive nature • Reliability and punctuality
Performance standards	<p>A Wheels for All volunteer forum members will at all times:</p> <ul style="list-style-type: none"> • Attend board meetings on a solely advisory basis • Follow the volunteer code of conduct as detailed in the Wheels for All volunteer agreement. • Not do anything which brings Wheels for All into disrepute
Requirements, training and support	<p>Requirements</p> <ul style="list-style-type: none"> • 2 volunteer references <p>Training</p> <ul style="list-style-type: none"> • Utilise expertise within the charity about chairing meetings and hone your experience <p>Support</p> <p>Support is available nationally from Wheels for All's national volunteer manager, regionally from Wheels for All coordinators, as well as from peers within the local community of volunteers. Guidance, support, and where required, training, are also available from Wheels for All headquarters.</p>

Title	Wheels for All Trustee
Summary of role	A Wheels for All Trustee contribute expertise to provide the robust and vibrant governance that is needed to ensure the charity remains focused on our strategic objectives, operate effectively and efficiently, and achieve our ambitions to grow.
Responsibilities and duties	<p>A Wheels for All volunteer trustee:</p> <ul style="list-style-type: none"> • Attends 8 evening Board meetings a year (either in person in Warrington or via teams meeting) • Contributes some additional hours per month on special projects within relevant skillset
Knowledge, skills, and qualities	<p>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.</p> <p>Wheels for All Trustees demonstrate and apply the knowledge, skills and qualities listed here.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • An understanding and acceptance of the legal duties, responsibilities and liabilities of being a Wheels for All Trustee. <p>Skills</p> <ul style="list-style-type: none"> • An ability to work as part of a team and take a hands-on approach to achieving objectives • Ability to think strategically and differentiate between strategy and operations. • Ability to evaluate and interpret details and complex information. • Ability and willingness to challenge fellow trustees and senior management constructively <p>Qualities</p> <ul style="list-style-type: none"> • Willingness and ability to devote appropriate time to Board duties • Approachability and friendliness • Positive attitude • Great interpersonal and communication skills • Honesty and integrity • Proactive nature • Reliability and punctuality
Performance standards	<p>A Wheels for All Trustee will at all times:</p> <ul style="list-style-type: none"> • Follow the Board/Trustee code of conduct • Not do anything which brings Wheels for All into disrepute
Requirements, training and support	<p>Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS check • 2 volunteer references • Make a HMRC fit and proper persons declaration • Complete a Charity Commission Declaration of Eligibility form <p>Training requirements There are no specific training requirements for this role</p> <p>Support Trustees will receive an induction, training and reimbursable expenses. On-going support is available from our Board members, chair and members of our Executive Management Team.</p>



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Wheels for All is the operating name for Cycling Projects a company limited by guarantee & registered in England & Wales (No. 2618968) 11-13 Wilson Patten Street, Warrington, WA1 1PG.
Cycling Projects is a charity registered in England & Wales (No. 1003309).