

CYCLING DEVELOPMENT OFFICER

Job Description and Responsibilities.

Reports to: Regional Cycling Development Manager
Direct Reports: None
Location of Role: Variable

Purpose of Role

Working in partnership with Reading Borough Council, the officer will plan, manage and deliver a range of cycling activities and related measures targeted at specific communities within the project area. The aim is to increase access for individuals, groups and organisations to the transport, health, leisure and environmental benefits of cycling.

Scope of Role

The role is funded by Reading Borough Council as part of their Local Sustainable Transport Fund (LSTF) programme titled 'Sustainable Access for Reading: Overcoming Barriers & Boundaries'. The officer will be hosted within the Reading Borough Council offices for the duration of the 3 year programme and will work with the local project team to deliver the workplan, which includes: developing a cycle maintenance course and a bike recycling project, supporting the workplace challenge coordinator and travel advisors in the promotion of cycling, organising and attending local events such as Bike Week, and continuing to support the programmes established by through the Champions Project, including Cycling for Health.

Specific Duties

- To deliver a locally agreed package of measures and interventions, which will include some or all of the following;
 - Developing, agreeing and managing project plans and budgets
 - Consulting with beneficiaries and other stakeholders to identify the best package of local measure to achieve the project outcomes
 - Preparation of tenders for sub-contracting some or all of the project activities
 - Managing sub-contractors to deliver some or all of the project activities
 - Promoting cycling opportunities to individuals and organisations within the project area via roadshows, taster events, local media etc.
 - Managing and/or delivering on and off-road cycle training
 - Organising and/or delivering a programme of local rides
 - Working with local clubs and volunteers to provide structures and activities for new cyclists generated by the project.
- To represent and promote the objectives of the CTC Charitable Trust to current and potential funders, partners, stakeholders and the wider public
- To identify new opportunities for the local expansion of CTC programmes and to help generate new funding streams for both these and existing initiatives.
- Other duties as may be agreed by the Regional Cycling Development Manager and local partners

Performance Indicators

- Project outputs and outcomes achieved to time and budget and funders satisfaction
- Maintaining effective relationships with stakeholders
- Sustainability and extension of projects after support period
- Identification of new opportunities and funding streams
- Increase in local profile and influence of CTC

Job Holder: _____ Date : _____

Line Manager : _____ Date : _____

Personnel Officer : _____ Date : _____

Person Specification

CTC is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, councillor, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

<u>Requirement</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications	2 or more A Levels or equivalent Evidence of ongoing personal and professional development activities during career to date.	Degree in relevant topic or equivalent Relevant cycling related qualification e.g. <ul style="list-style-type: none"> • National Standard Instructor • Trail Leader • Coach • Mechanic
Experience/ Knowledge	Project planning and management Budget setting and control Working in partnership environments Working with diverse communities	Previous employment in a similar role Knowledge of some or all of the following: <ul style="list-style-type: none"> • Cycling sector structure and organisations • Community development • Sports development • People development • Voluntary/ health/ local government/ social enterprise structures and organisations at a local or national level. Experience of managing and delivering events Experience of managing sub-contractors
Skills	Excellence in all of the following skills areas: <ul style="list-style-type: none"> • Written and spoken presentation • Interpersonal • Customer care • Networking • Use of electronic media • Political sensitivity 	Delivery of programmes of training/mentoring/ personal development Writing resources and materials for schools, local authorities, voluntary groups etc.
Personal	Self motivated, creative, entrepreneurial, outcome oriented Able to set own priorities and deliver within agreed timescales Able to constructively build working relationships with colleagues and other partners	
Other	Flexible in terms of travel and working hours including weekend and evening work.	Cyclist