# **Cycling UK – Big Bike Revival Scotland – Senior Project Officer**

**Job Description and Responsibilities**

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| Reports to: | Programme Manager |
| Direct Reports: | Big Bike Revival Development Officer Team (12 staff members) |
| Location of Role:  Salary:  Contract: | Home Based  ca. £26,000 pro rata  until April 2020, with potential for extension if funding secured |
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**Big Bike Revival Scotland:**

The Bike Big Revival Scotland is a community-based cycling initiative, focused on supporting a range of community organisations and agencies to engage with a wider audience though events, training, promotion and community cycling activities.

**Scope of Role:**

To manage the delivery of the Big Bike Revival in Scotland; this established programme engages voluntary sector organisations, community groups and grassroots groups to facilitate a programme of cycling events, training, activities and opportunities throughout the year. Funded by Scottish Government, the initiative aims to support more people in Scotland to get cycling by supporting grassroots organisations to offer cycling activities to their communities.

Working with National Active Travel Delivery Partners, such as Sustrans and Cycling Scotland, you will manage the delivery of ambitious project targets. Working closely with Cycling UK colleagues, national active travel partners and local stakeholders you will be enabling over 20,000 people to get cycling, distribute £80,000 in community grant funds and coordinate the delivery of 500 events and activities

You will have line management responsibilities for 12 members (around 6 full time equivalent) of field staff, each one working from home in locations covering the length and breadth of Scotland. Your duties will require you to support each member of the BBR field team, monitor individual staff budgets and targets, coordinate team meetings and support personal development and appraisals.

**Specific Duties and respo****nsibilities:**

1. To manage and implement the project plan, with support from the Programme Manager and Head of Development Scotland
2. To ensure the project delivers the targets and outcomes agreed
3. To work alongside the Communications Manager, Research and Evaluation Manager and Head of Development Scotland to equip Development Officers with the information and tools required to deliver the project.
4. To communicate and engage with partner organisations involved in the project delivery
5. To work across Cycling UK departments - marketing, communications,

membership and finance - to ensure all elements are delivered on time and to budget.

1. To work closely with the Communications Manager to ensure social media, online and printed resources are used effectively in the delivery of the project.
2. To operate within a set delivery budget that is prescribed and monitored by the Head of Development Scotland
3. Manage the team of BBR Scotland Development staff
4. Support the evaluation of BBR Scotland by ensuring the collection of monitoring and evaluation data and supporting Research and Evaluation Manager and the Communications Manager with the generation of case studies, press releases and reports.
5. To compile quarterly reports updating Transport Scotland on progress towards targets.
6. To be an ambassador for cycling and the positive impact it can have on physical and mental well-being and community development.
7. To undertake other duties as required by the Director of Behaviour Change & Development and Head of Development Scotland.
8. To follow and always abide by Cycling UK’s policies and procedures as detailed in the Staff Manual including Health and Safety, Equal Opportunities and Confidentiality.
9. Some weekend and out of hours work may be necessary, together with occasional travel to Cycling UK’s head office in Guildford.

This is a description of the job as it is presently constituted. It is the practice of Cycling UK to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.  This will be conducted in consultation with you. It is our aim to reach agreement on changes, but if agreement is not possible, Cycling UK reserves the right to insist on changes to your job description, after consultation with you.

Job Holder: ……………………………………………………. Date: ………………………….

Line Manager: ………………………………………………… Date: …………………………

Personnel Manager: …………………………………………. Date: ………………………….

**Big Bike Revival Scotland – Senior Project Officer - Person Specification**

Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, trustee, 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.

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| Requirement | **Essential** | **Desirable** |
| **Qualifications** | Degree or equivalent experience  Evidence of ongoing personal and professional development activities during career to date. | Degree in relevant subject area or  equivalent e.g. transport or community development, sustainability  Cycling, community or charity related  qualifications or experience |
| **Experience/ Knowledge** | Project planning and management  Planning, organising and delivering  events and behaviour change  interventions  Budget management and reporting  Working with community and/or  public sector organisations in Scotland  Experience of managing partners  and sub-contractors  Reporting on targets and funding | Knowledge of some or all the  following:   * Cycling sector structure and organisations in Scotland * Sustainable and active travel * Community development * Voluntary/ health/ local government/social enterprise structures and organisations at a local or national level in Scotland |
| **Skills** | A capability to take ownership and  be proactive at identifying and  solving problems  Excellence in all the following  skills areas:  · Written and spoken  presentation  · Interpersonal skills  · Partnership development  · Networking  Effective use of social media  in support of a project | Ability to listed to team members and support the development of solutions to delivery issues  Confidently delegate tasks and ensure manageable workloads amongst team members |
| **Personal** | Self-motivated, creative, entrepreneurial and outcome oriented  Able to set own priorities and deliver within a tight timescale  Able to constructively build working relationships with colleagues and other partners |  |
| **Other** | Flexible in terms of travel and working hours including weekends | Understanding of the importance of the benefits of active travel |

Job Holder: …………………………………………………………… Date: ……………………………………………………

Line Manager: ……………………………………………………… Date: ……………………………………………………

HR/Office Manager: …………………………………………….. Date: ……………………………………………………