



## Cycling UK - Development Officer

### Job Description and Responsibilities.

Reports to:	Shift Senior Projects Officer
Direct Reports:	None
Location of Role:	Home based in one of the following Local Authorities - East Dunbartonshire, East Renfrewshire, Glasgow, Inverclyde, Renfrewshire and West Dunbartonshire
Salary:	£24,000 pro rata
Contract:	Full time Fixed term contract until 31 March 2022. This role is funded externally therefore if additional funding is secured, it may be extended.

Cycling UK believes that cycling enriches people's lives and is an essential ingredient in happier, healthier communities. Our mission is to enable millions more people to cycle, and our development projects across Scotland are a vital part of achieving that mission.

### Project Description

Building on our years of community development work across Scotland, Shift will support a wide range of organisations to use the power of cycling to transform their communities and create thriving and sustainable neighbourhoods where you can access all the services you need within a 20-minute walk or short cycle ride. We will be maintaining our support to help established organisations to flourish, bringing potential partners together, and enabling ideas to become practical projects and services. Our development officer team across Scotland will be supporting organisations to unleash the potential of cycling in communities by providing a range of support:

- Small grants to trial innovative ideas and new services, support people to cycle for everyday journeys, and enable cycling groups to offer practical support to those that want to start cycling again or for the first time.
- Community development support to build capacity of local grassroots organisations wanting to use cycling as a tool for education and empowerment.
- Training to upskill local volunteers, develop new enterprises, and identify and meet emerging needs in communities - using tools such as the Place Standard.
- Opportunities for organisations to network, share experience and learning, collaborate around joint funding proposals and programme development so that no community is left out.

### Scope of Role

The postholder will also have responsibility for the coordination of Cycling UK's Shift project across several local authorities in Scotland. Shift focuses on supporting community organisations to deliver behaviour change activities that will help people swap the car for a cycle for everyday journeys. This role will also be a key local contact across as the first



point of contact for participants, partners, and other stakeholders within their local authorities.

## Specific Duties and responsibilities

- To deliver activities that are set out in the project plan(s), working across projects, and activities as agreed with the Senior Projects Officer and Programme Manager.
- To ensure the projects deliver on their milestones and targets, recording and storing monitoring data in the way set by the Senior Project Officer, to ensure that the project activities are delivered on time and within budget.
- To support the evaluation of the projects by ensuring the collection of monitoring and evaluation data and supporting the Senior Projects Officer, Research and Evaluation Manager and the Communications Manager with the generation of case studies, press releases and reports.
- To use social media and web resources to create and support active travel activities across the designated region.
- To operate within a set delivery budget that is prescribed and monitored by the SPOs and Programme Manager.
- To work closely with local partners, stakeholders, projects, and programmes to use resources most effectively in the delivery of the projects.
- To be an ambassador for cycling and the positive impact it can have on physical and mental well-being and community development.
- To undertake other duties as required by the Director of Behaviour Change & Development and Head of Development Scotland.
- 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.
- Some weekend and out of hours work may be necessary, together with occasional travel to Cycling UK's head office in Guildford.

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### Person Specification

Cycling UK 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 Highers or equivalent qualification	Degree or equivalent experience in a relevant topic such as Community Learning and Development
Experience/ Knowledge	<p>Project planning, delivery and tracking</p> <p>First-hand experience of engaging and working with at least one of the following; community based organisations, social enterprises, the voluntary sector or statutory public services in Scotland</p> <p>Delivery of physical activity initiatives to groups of people.</p> <p>Planning, organising and delivering events and activities</p>	<p>Knowledge of some or all of the following sectors:</p> <ul style="list-style-type: none"> <li>• Sustainable and active travel sector in Scotland</li> <li>• Community development</li> <li>• Voluntary/ health/ local government/social enterprise structures and organisations at a local or national level in Scotland</li> </ul>
Skills	<p>A capability to take ownership and be proactive at identifying and solving problems</p> <p>Excellence in all the following skills areas:</p> <ul style="list-style-type: none"> <li>· Partnership development</li> <li>· Networking</li> </ul> <p>Effective use of social media in support of a project</p> <p>Effective use of technology to communicate with team and deliver sessions e.g. Microsoft Teams, Zoom</p>	<p>Effective use of social media; updating webpages and utilising Twitter and Facebook in support of a project.</p> <p>Producing marketing materials able to successfully engage a target audience.</p>
Personal	<p>Self-motivated, creative, entrepreneurial and outcome oriented</p> <p>Able to set own priorities and deliver within a tight timescale</p> <p>Able to constructively build working relationships with colleagues and other partners</p>	
Other	Flexible in terms of travel and working hours including weekends	Understands the importance of the benefits of active travel

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