

## Cycling UK – Shift! – Senior Project Officer

### Job Description and Responsibilities

Reports to:	Programme Manager
Direct Reports:	Line management of six Development Officer, dispersed across Scotland, plus project reporting from seven colleagues working predominantly on a rural programme
Location	Home Based in Scotland
Salary:	£26,000 to £28,000 pro rata
Contract:	Until 31 March 2022, with potential for extension if funding secured.

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 in communities across Scotland, Shift! will support a wide range of organisations to take their first steps 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 turn into 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

This role is integral to the success of Shift!, ensuring that the Development Officer team is supported to deliver the programme and that our impact is captured and communicated to a wide audience. The post holder will be responsible to reporting on the targets and milestones of the programme and capturing any unintended

outcomes and learning from communities and individuals to inform how the programme develops over time.

### Specific Duties and responsibilities:

1. To manage and implement the project plan, with support from the Programme Manager and Head of Development Scotland.
2. Manage and support the team of six staff, conducting regular 1:1, working with them on their personal and professional development and ensuring that they understand their role in the project and wider organisation.
3. To work alongside the Programme Manager, 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, ensuring the project delivers the targets and outcomes agreed.
4. To work closely with the Programme Manager and Communications Manager to develop and deliver a Communications Plan for the project. This will include social media, online (e.g. webinar) and written resources - ensuring that these are used effectively to communicate about the project and its impact to the public, partners, local and Scottish Government and funders.
5. To communicate and engage regularly and effectively with partner organisations involved in the project, as well as encouraging other organisations to support our work.
6. To work across Cycling UK departments - marketing, volunteering, communications, membership, and finance - to ensure all programme elements are delivered on time and to budget.
7. To operate within a set delivery budget that is prescribed and monitored by the Programme Manager and Head of Development Scotland
8. Support the evaluation of Shift! by ensuring the collection of monitoring and evaluation data and supporting the Research and Evaluation Manager and the Communications Manager with the generation of case studies, press releases and quarterly reports for funders and Board of Trustees.
9. To be an ambassador for cycling and the positive impact it can have on physical and mental well-being and community development.
10. To undertake other duties as required by the Director of Behaviour Change & Development and Head of Development Scotland.

11.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.

12.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: .....

## Shift! – 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.

Requirement	Essential	Desirable
<b>Qualifications</b>	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
<b>Experience/ Knowledge</b>	Project planning and management  Experience of managing a staff and/or volunteer team  Planning, organising and delivering behaviour change interventions  Budget management and reporting  Working with community and/or public sector organisations in Scotland  Reporting on targets in a concise and robust way	Knowledge of some or all the following: <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>
<b>Skills</b>	A capability to take ownership and be proactive at identifying and solving problems  Excellence in all the following skills areas: <ul style="list-style-type: none"> <li>• Partnership development</li> <li>• Networking</li> </ul> Effective use of social media in support of a project  Effective use of technology to communicate with team and deliver sessions e.g. Microsoft Teams, Zoom	Ability to listen to team members and support the development of solutions to delivery issues  Ability to motivate a team, keep team morale high and empower individuals.  Confidently delegate tasks and ensure manageable workloads amongst team members  Effective use of online technology to present information e.g. podcasts
<b>Personal</b>	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: .....