

## Job Description

<b>TITLE:</b> SKILLS AND DEVELOPMENT COORDINATOR (GOVANHILL GEARS)	<b>DATE PREPARED:</b> 26/03/2021
<b>SALARY:</b> £23,288.30 PRO RATA <b>CONTRACT:</b> FIXED TERM (UNTIL 31 MARCH 2022)	<b>LOCATION/ DEPARTMENT:</b> GLASGOW SOUTH
<b>HOURS WORKED:</b> 22.5 HOURS TUESDAY - FRIDAY (OCCASIONAL EVENINGS AND WEEKENDS)	<b>REPORTS TO:</b> SKILLS & DEVELOPMENT LEAD

### JOB PURPOSE:

The Skills and Development Coordinator will be responsible for coordinating and delivering a regular cycling activity programme to children & young people living in the Greater Govanhill area in order to improve the life chances of the service users by achieving the outcomes of

- Better physical, mental and emotional wellbeing for children and young people.
- Better connections with the wider community for children and young people.

These activities will include cycle training, bike mechanics, bike rides, and inspirational day trips for children & young people aged 8-18 year olds.

### PRINCIPAL ACCOUNTABILITIES:

1. Design and deliver a weekly activity programme of cycle training, bike mechanics, and group rides aimed at children and young people living in the Greater Govanhill area.
2. Organise occasional inspirational day trips & longer sessions for the groups
3. Coordinate staff, sessional workers, and volunteers as necessary to support the sessions.
4. Build & maintain strong working relationships with local stakeholders such as schools, community groups, youth projects and other relevant network groups.
5. Distribute promotional materials and contribute towards social media communication.
6. Ensure all H&S policies and procedures are in place and implemented (e.g, child protection, risk assessment procedures, first aid etc).
7. Act as a mentor for volunteers involved in the project.
8. Procure and maintain a fleet of training bikes & relevant tools & equipment in line with budget. This includes maintaining a procedure for recording the usage and maintenance.
9. Create and maintain a progress log for the young people taking part in the activities, and any other reporting tools in order to correctly monitor and evaluate the project and ensure you are meeting project outputs & outcomes. Use this feedback to enhance & improve service delivery.
10. Contribute to the strategic development of the Community Outreach Team and wider organisation.
11. Any other reasonable duties as required by your line manager.

## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED (THE PERSON SPECIFICATION)**

**E – essential**

**D – desirable**

- Experience of designing and delivering training in a community, school or youth work setting with individuals from diverse range of backgrounds- **E**
- Empathetic, friendly, and enthusiastic individual with proven ability to lead, motivate and manage project participants – **E**
- Able to form strong and appropriate relationships, demonstrating excellent communication skills at all levels - **E**
- Experience of networking and building local partnerships with youth groups/community organisations - **E**
- An understanding of the principles and implementation of an Equal Opportunities Policy, Safeguarding Policy and Health and Safety Policies - **E**
- Ability to work independently and as part of a small team - **E**
- Proactive and flexible attitude - **E**
- Good organisation and time management skills; able to prioritise workloads effectively and meet deadlines and monitor outcomes – **E**
- Experience of delivering cycling/bike related projects - **E**
- Experience working with young people - **E**
- Cycle Trainer & Ride Leader Qualification – **E**
- Experienced and skilled bicycle mechanic - **E**
- Qualification in Mountain Bike leadership - **D**
- Experience of working with volunteers - **D**
- Experience of working with individuals in a development and mentoring role - **D**
- Good ICT skills, spreadsheets and competent in using a wide range of software including Trello, G:Suite- **D**
- Formal qualification in youth work, community development or similar - **D**
- A valid driving licence and be willing to drive for work purposes - **D**
- Experience of report writing and monitoring - **D**

Closing Date - 22 April 2021 at 12 noon