

## Job Description

TITLE: Cycling Friendly Employer coordinator	DATE PREPARED: 21ST MAY 2021
SALARY: £20,704.00 - 23,288.00 (PRO RATA)	LOCATION/ DEPARTMENT: ACTIVE TRAVEL
HOURS WORKED: TEMPORARY POST, 30 HRS PER WEEK, WORKED FLEXIBLY FROM HOME (UNTIL RESTRICTIONS LIFTED) UNTIL END MARCH 2022 (POTENTIAL EXTENSION SUBJECT TO FUNDING)	REPORTS TO: ACTIVE TRAVEL AND SOUTH HUB LEAD
<p><b>Job Purpose:</b></p> <p>The Active Travel Coordinator will be responsible for coordinating training to a wide range of individuals. In particular, the postholder will oversee the successful delivery of the <a href="#">Cycling Friendly Employer</a> (CFE) award programme in partnership with Cycling Scotland.</p> <p>The post holder will directly support workplaces and employers across Glasgow and Greater Glasgow to successfully achieve the CFE Award. They will also engage in the coordination and delivery of training in a wider range of settings and will include on road cycle training, group rides and e-cargo bike training. Developing strong partnerships with businesses, community based services and individuals are key to this role.</p>	
<p><b>Principal Accountabilities:</b></p> <ul style="list-style-type: none"><li>● Coordinating and delivering the Cycling Friendly Employer programme in Glasgow.</li><li>● Identifying organisations that would like to engage with the Cycling Friendly programme, supporting them through the award process, and ensuring award criteria is met.</li><li>● Re-assessing previous award holders to ensure compliance with the Award.</li><li>● Build strong working relationships with stakeholders.</li><li>● Ensuring the project delivers its stated outcomes/impact.</li><li>● Providing advice and support to employers on funding opportunities.</li><li>● Updating Cycling Scotland on programme progress monthly.</li><li>● Attendance at regular Cycling Friendly assessor meetings and workshops hosted by Cycling Scotland.</li><li>● Attendance at relevant conferences and networking meetings.</li><li>● Finding creative ways of engaging with potential Cycling Friendly employers by utilising social media to support the delivery of the programme with</li></ul>	

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support from our Communications Lead - e.g. using LinkedIn or developing a quarterly e-newsletter to all Cycling Friendly Employers.

- Contribute to the delivery of a wider Active Travel activity model as and when required.
- Contribute to the strategic development of the Community Outreach Department and wider organisation.
- Assist with the coordination and delivery of community based events.
- Monitor and evaluate the social impact of the programme.
- Produce detailed quarterly reports for the project funder.
- Supporting and implementing behaviour change programmes under supervision of the Active Travel Lead at Bike for Good, Cycling Scotland's BC Manager and with the support of the Community Outreach Team.
- Support the development of case studies from notable Cycling Friendly organisations.
- Operate within a set delivery budget by monitoring and recording income and expenditure and by communicating with the Active Travel Lead.
- Perform any other duties considered relevant to the post e,g CFE schools.
- To comply with all current legislation, GDPR and organisational policies.

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

### Essential

- A qualification and/or equivalent experience in managing and delivering projects.
  - Excellent interpersonal and relationship building skills.
  - Excellent organisational skills and the ability to manage time accordingly
  - Ability to work independently and as part of a small team
  - Excellent oral and written communication skills to support project delivery
  - Experience marketing services with a strong social impact
  - Experience in working to targets
  - Experience of report writing and delivering presentations
  - Experience of dealing with the public in a professional environment and providing excellent customer service.
- Flexible, self-starter with an enterprising attitude

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- Ability to network and present a positive image when representing Bike for good and Cycling Scotland at external events.
- Passionate about cycle promotion and development

### Desirable

- Qualified Cycle Trainer
- Experience of delivering a cycling project
- Experience managing budgets
- Experience of social impact monitoring