



Cycling UK - Development Officer

Job Description and Responsibilities.

Reports to:	Scotland Cycle Repair Scheme Senior Project Officer
Direct Reports:	None
Location of Role:	Home based
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

The Scotland Cycle Repair Scheme helps to get thousands more people across Scotland on their bikes. The scheme is intended to reach people who feel they need financial support, as the costs of bike repairs can be a barrier to cycling. We work with bike repair organisations across Scotland, funding them to provide repairs and maintenance to those most in need.

Our development officer team across Scotland will be supporting bike repair organisations to deliver the scheme by:

- Managing and tracking the on-going transaction data gathering from the bike repair organisations
- Helping bike repair organisations to deliver pop-up repair sessions in communities with the higher levels of deprivation
- Supporting bike repair organisations with their queries regarding the scheme

Scope of Role

The postholder will also have responsibility for the coordination of Cycling UK's Scotland Cycle Repair Scheme across several local authorities in Scotland.

Specific Duties and responsibilities

- To build relationships with bike repair organisations (bike shops, mobile mechanics, community organisations)
- To manage and track the on-going transaction data gathering from the bike repair organisations



- To help bike repair organisations to deliver pop-up repair sessions in communities with the higher levels of deprivation
- To support bike repair organisations with their queries regarding the scheme
- To ensure the project delivers on its' 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.

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"> • Sustainable and active travel sector in Scotland • Community development • Voluntary/ health/ local government/social enterprise structures and organisations at a local or national level in Scotland
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"> · Partnership development · Networking <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