**Recyke-a-Bike Employability and Training Coordinator**

Job Description

| **Reports to :** | **Training and Employability Supervisor** |
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| **Location :** | **Recyke-a-Bike Stirling - Alloa Road, Causewayhead, Stirling, FK9 5LN** |
| **Hours** | **Full time – 35 hours per week including evening and weekend working** |
| **Responsible for:** | **Delivery of the employment aspect of the Employability and Training Program. Providing employment, training and skills programs for users.** |
| **Salary:** | **£22,000.00** |
| **Contract Term:** | **Full time** |
| **Start date:** | **ASAP** |

**PURPOSE OF ROLE:**

Fallin Community Enterprises is a Scottish charity & business limited by guarantee operating as a Social Enterprise. Recyke-a-bike is a project of Fallin Community Enterprises where the main business is recycling bicycles and delivering cycle related training and activities that will not just reduce the impact of waste on the environment, but will also generate jobs, provide training and opportunities within the Forth Valley.

The purpose of this role is to coordinate the delivery of the employment aspects of the Employment and Training Program, undertaken by Recyke-a-bike, as well as assisting with the rest of the program.

We are looking for a staff member who is person-centred, eager to learn and is passionate about assisting other people towards positive destinations. A passion for cycling would be a wonderful asset to this position, but please don’t be discouraged in applying if you are not a keen cyclist - so long as you are eager to learn we can teach you cycling skills!

**MAIN DUTIES & RESPONSIBILITIES:**

* To be responsible for the coordination of teaching employability skills within the Training and Employment program.
* To support the participants on the Training and Employment program.
* To manage the collection of project data & administration records and their provision as appropriate.
* To complete and submit reports to Recyke-a-bike and partners.
* To proactively approach new and existing partners about potential partnerships to deliver employment, volunteer or training packages.
* To proactively research and complete funding opportunities within employment, training and volunteer programs.
* To manage the day-to-day health and safety in the areas of their responsibility including external risk assessments where appropriate.
* To attend Team Meetings.
* To support Recyke-a-bike events and activities.
* To undertake continual personal development training as required for the role.
* To carry out any reasonable duties other than those given in the job description required for the effective coordination and delivery of the aims of Recyke-a-bike or Fallin Community Enterprises.

# RELATIONSHIPS & ACCOUNTABILITY

You will report to the Training and Employability Supervisor, as a member of the outreach team. You will work as part of the wider team at Recyke-a-Bike. You will be required to liaise externally with partners, as well as local communities, groups and businesses and community organisations.

Performance will be measured against targets agreed with your line manager.

**JOB-HOLDER REQUIREMENTS**

**The post holder will have/be:**

* Experience working in employability (D)
* A qualified Cycle Trainer (CT) (NSI) (D)
* Experience of delivering Bikeability (D)
* Experience of working with children and/or vulnerable people(D)
* A commitment to recycling and working within the Third Sector (D)
* A commitment to continual improvement and learning (E)
* Full clean driving licence (E)
* Computer literate with working knowledge of Microsoft Office and use of internet (E)
* Experience at collection and maintenance of data information and reporting (D)
* Bike mechanic and/or other cycle training qualifications (D)

(E) Essential (D) Desirable

# Personal Qualities Required:

* A passion for bettering the lives of others (E)
* Tact, diplomacy and experience working with vulnerable people (D)
* An ability to work without supervision, as part of a team and to take the initiative where necessary (E)
* A demonstrated sensitivity to the management structure of a voluntary organisation (D)
* A willingness to be flexible in approach (E)
* A friendly and welcoming manner (E)

**Additional Information**

The post holder will normally be operating from Recyke-a-Bike Stirling and will be required to undertake outreach duties in the Stirling, Falkirk and Clackmannan Local Authority areas.

The post holder will be required to work outside of the normal working hours (0800 – 1600 Monday to Friday) as either flexible hours (35 hours per week over 7 days) or where circumstances dictate as Time off in Lieu (TOIL) that will be agreed in advance with the post holder line manager.

The post holder will benefit from 32 days paid holiday per annum, pro rata. The post holder may be required to work some public holidays, agreed in advance and for which Time off in Lieu (TOIL) will be given.

Recyke-a-bike activities include working with children and vulnerable adults, this post-holder must be willing to undertake a Disclosure Scotland PVG check as a requirement for this post.

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility with any changes being undertaken in agreement with the post holder

We are hoping to have this new staff member in post as soon as possible. Please submit a CV and cover letter to Operations Manager Eloise Brakefield - [eloise@recyke-a-bike.co.uk](mailto:eloise@recyke-a-bike.co.uk) - the closing date is August 15th.