Recyke-a-Bike Outreach Worker and Cycle Trainer

Job Description

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| **Reports to :** | **Recyke-a-Bike Development Manager** |
| **Location :** | **Recyke-a-Bike Stirling and outreach work in Falkirk, Stirling & Clackmannan** |
| **Hours** | **Full time – 35 hours per week including evening and weekend working although we would consider part time.** |
| **Responsible for:** | **Delivery of Bikeability training and Mentoring of CTA’s. Working with other outreach team members. Day to day maintenance of Project bikes and equipment associated with delivery of outreach cycling activities in Stirling & Clackmannan local Authority areas.** |
| **Salary:** | **£11.42 per hour** |
| **Contract Term:** | **Permanent** |

**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 support the delivery of the Bikeability programme in partnership with Cycling Scotland and Stirling, Falkirk and Clackmannanshire local authorities. In addition, supporting the delivery of all cycling based activities delivered by the Recyke-a-Bike team.

**MAIN DUTIES & RESPONSIBILITIES:**

* To be responsible for the delivery of Bikeability to children in schools across the Forth Valley.
* To deliver adult cycle training (Essential Cycle Skills) in the Forth Valley.
* To be responsible for the maintenance of the fleet bikes for cycling events related to the Programme.
* To assist in collection of project data & administration records and their provision as appropriate.
* 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 co-ordination and delivery of the aims of Recyke-a-bike or Fallin Community Enterprises.

# RELATIONSHIPS & ACCOUNTABILITY

You will report to the Development Manager as a member of the outreach team. For the day-to-day project delivery, liaison with the rest of the Recyke-a-Bike team. Liaison externally with the schools, 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:**

* A qualified Cycle Trainer (CT) (NSI) (D)
* Experience of delivering Bikeability (D)
* Experience of working with children (D)
* A commitment to recycling and working within the Third Sector (D)
* A commitment to continual improvement and learning (E)
* Full clean driving licence (D)
* 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:

* Tact, diplomacy and skills in handling people (E)
* 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. 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

Application Process:

Please submit a CV and cover letter to [eloise@recyke-a-bike.co.uk](mailto:eloise@recyke-a-bike.co.uk) by August 15th at midday. Please note that we would aim to appoint this position as soon as possible, early submissions would be appreciated.