**Recyke-a-Bike Active Travel Coordinator**

Job Description

|  |  |
| --- | --- |
| **Reports to :** | **Outreach Manager** |
| **Location :** | **Recyke-a-Bike Stirling - Alloa Road, Causewayhead, Stirling, FK9 5LN** |
| **Hours** | **Part time – 24 hours per week, flexibly which may include evening and weekend working (potential for hours to be increased to full time - 35 hours per week by joining another program for the remainder of the week)** |
| **Responsible for:** | **Delivery of the Active Travel Program. Providing training, skills and engagement in cycling for users.**  |
| **Salary:** | **£12.20 per hour** |
| **Contract Term:** | **Part time 1 year contract - funded post for 12 months (extension to funding is likely to be approved)** |
| **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. This is an exciting time to join the charity, who are in a period of growth and development.

The purpose of this role is to coordinate the delivery of Active Travel in designated areas around Stirling and Clackmannanshire.The focus will be on working in already selected SIMD data zones, within the lowest 10% with a key focus on engaging women and girls in cycling.

We are looking for a staff member who is person-centred, eager to learn and is passionate about cycling as well as working with other people. The position focuses on the engagement of cycling through cycle training, teaching mechanics, bike maintenance and promoting engagement of other opportunities within cycling at Recyke-a-bike.

**MAIN DUTIES & RESPONSIBILITIES:**

* To be responsible for the coordination of Active Travel in the designated SIMD data zones as well as other areas when appropriate.
* To support the participants who are utilising the Active Travel program.
* To liaise with and form connections with appropriate partners (e.g. council staff, local charities). Proactively approaching new and existing partners about potential partnerships to deliver
* 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 research and complete funding opportunities that may be applicable to the Active Travel program.
* 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 Outreach Manager, 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 Active Travel (D)
* A qualified Cycle Trainer (CT) (NSI) (D)
* A passion for Cycling (E)
* 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)
* A qualified bike mechanic (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)

Applicants will need to be flexible with working hours, as some evening and weekend work will be required, in order to best serve the needs of the participants on the Active Travel program.

**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 and Clackmannanshire 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 (24 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.

If working part time hours (24) the post holder will benefit from 19 days paid holiday per annum (32 if full time). 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 - the closing date is October 31st.