



## CLYDE CYCLE PARK – PROJECT COORDINATOR

### POSITION DESCRIPTION

#### **Clyde Cycle Park (CCP) Project Coordinator (21 hours per week)**

21 hrs per week with flexible working – evenings & weekend work may be required, salary of £16,000 per year (£15.40 per hour)

Duration of 12 months with potential renewal thereafter depending on performance and funding. There may also be an option for hours to be increased depending on funding.

Four weeks' annual leave and 8 bank holidays, prorated

5% pension contribution

**Applications:** please send an application letter and CV to [recruitment@clydecyclepark.org.uk](mailto:recruitment@clydecyclepark.org.uk) by the application deadline of 12 April 2024, 5pm. Please feel free to contact us at this email for an informal chat.

**Responsible to:** Chair of the CCP Board

**Clyde Cycle Park:** The Clyde Cycle Park (CCP) is a Scottish Charitable Incorporated Organisation (SCIO) with the aim of creating a first-class, multi-use sport and leisure facility to promote community, competition and commuter cycling. The CCP is governed by a Board comprising Trustees from the main partner organisations and other backgrounds with relevant skills. For further details on the mission and activities of the Park, please see the CCP website at [www.clydecyclepark.org.uk](http://www.clydecyclepark.org.uk)

#### **Project Coordinator role (summary):**

The CCP is seeking to appoint a Project Coordinator to coordinate the development and operation of the Clyde Cycle Park in meeting its strategic objectives. The key purpose of this role is to:

- plan, coordinate and deliver CCP activities and events such as cycle courses, with volunteers ensure the safe and secure management of the cycle park site and facilities
- develop and manage relationships/networks with stakeholders and local communities to promote CCP and its activities, promoting, in local communities and in appropriate wider contexts, the Clyde Cycle Park and its activities
- contribute to the funding strategy of CCP and applications for funding
- supporting management of CCP membership programme
- coordinate the monitoring and evaluation of CCP activities
- coordinate the operational management and administration of the CCP, including the establishment and implementation of administrative processes
- report on operational activities to the Board



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### FURTHER INFORMATION

#### 1. KEY RESPONSIBILITIES

##### 1.1 Organisation of activities and events

- a) coordinate the planning and organisation of activities and events
- b) oversee the delivery of key programmes within CCP including 'On Yer Bike' (OYB)
- c) coordinate marketing and promotion through different media
- d) coordinate the recruitment of coaches and volunteers, ensuring appropriate information on safe and proper site usage, and volunteer training as required
- e) coordinate support services required
- f) coordinate registration of participants and information provision
- g) oversee the safe and efficient running of events and other activities to ensure a positive experience for participants
- h) oversee the set-up, take-down and storage of equipment for events/activities
- i) oversee coaches, sessional staff and volunteers in their designated roles, providing advice, guidance and support, to ensure that they have a valuable experience working/volunteering with CCP

##### 1.2 Site management

- a) ensure the Clyde Cycle Park site is maintained in clean, secure and safe condition, promptly reporting defects or hazards, arranging for litter, fly-tipping etc to be speedily removed
- b) keep equipment and facilities secure, ensuring that bikes and other equipment are accounted for and stored safely

##### 1.3 Stakeholder engagement

- a) collaborate regularly and proactively with other community organisations, making connections and progressing opportunities across the whole community, including active involvement in outreach planning/delivery, marketing and where appropriate establishing specific project groups.
- b) produce high quality content, information resources and promotional materials - create and disseminate in print, web and social media formats
- c) keep participants, volunteers, local residents, community groups and stakeholders up to date on all CCP services, activities and opportunities.
- d) raise the profile of CCP pro-actively with potential referrers, partners, funders and communities through effective communication/promotion. Actively and regularly network with a range of local contacts, developing positive connections and working relationships.

##### 1.4 Funding strategy

- a) contribute to the development and implementation of the CCP funding strategy
- b) support the monitoring and identification of potential funding opportunities
- c) contribute to the preparation of funding applications

##### 1.5 Management and administration

- a) contribute to the planning and management of the Clyde Cycle Park
- b) organise meetings, take minutes and ensure the implementation of actions
- c) support management and administration of CCP membership programme
- d) ensure good record-keeping
- e) establish and operationalise administrative processes as required

### **1.6 Monitoring and evaluation**

- a) keep all files, records and database systems up to date at all times
- b) complete all monitoring and evaluation statistics, reports and impact stories/case studies as required

### **1.8 Other**

- a) undertake any other duties and responsibilities mutually agreed which are within the scope of the post.
- b) commit and adhere to the CCP's values and principles, ensuring you are a team player and collaborator with staff, volunteers and local residents, community groups, business and other stakeholders communities.
- c) adhere to CCP standards, policies and procedures and operational plans at all times.
- d) be accountable to the Board of Directors and to local residents and communities.
- e) deliver and maintain excellent standards of service at all times, working to ensure that people find what they are looking for/need easily and quickly and that they have a highquality experience.
- f) maintain and continually improve the quality of planning and delivery of CCP activities including assisting colleagues by providing guidance, feedback, responding to queries/issues/concerns
- g) support people in distress, manage behaviours, raise concerns where necessary, and ensure effective safeguarding at all times.

## **2. PERSON SPECIFICATION**

**(E = Essential D = Desirable)**

### **2.1 Experience of work**

- E Experience in coordinating and operating management processes
- E Experience with facilitating groups, workshops and/or courses
- E Experience in delivering sports, leisure or wellbeing projects and activities
- E Collaborative working with local agencies, community groups and project participants
- E Using a range of monitoring and evaluation tools and writing effective case studies
- D Creating promotional materials and organising public events

### **2.2 Skills**

- E Staff Support and Management
- E Strong written and verbal communication skills
- E Strong interpersonal skills
- E Effective facilitation skills
- E Project management and delivery skills
- E Training and presentation skills
- E Planning, coordination and organisational skills
- E Good ICT skills

### **2.3 Knowledge and understanding**

- E Enabling positive health and wellbeing
- E Working with people in a variety of circumstances
- E Person-centred planning
- E Group facilitation, both with adults and young people
- E Engaging local people and groups in CCP activities
- D Knowledge of communities in Cambuslang, Rutherglen and neighbouring areas

### **2.4 Personal attributes**

- E Proactive, self-motivating and use of initiative
- E Strong team player – from project teams through to whole organisation
- E Confident communicator in one to one and group settings
- E Enthusiastic and flexible with a can-do attitude
- E Commitment to being environmentally friendly and sustainability

### **2.5 Other**

- D Clean driving licence
- D First aid experience

Note: the post involves working with young people and vulnerable groups. Clyde Cycle Park will undertake checks with Disclosure Scotland.