

Introduction from Gregory Kinsman-Chauvet, Founder and Cycling Enthusiast Officer (CEO)

It is an inspiring time to join Bike for Good as it plans to take its award-winning programmes to a national level.

We've launched Scotland's first bike mechanic traineeship for women and non-binary and became Scotland's first [Cytech](#) training centre. As well as our fantastic New Scots project offering skills, training, and cycling activities to over 80 asylum seekers and refugees.

In addition, we've piloted the world's first impact-led bicycle subscription scheme. A real opportunity to develop this circular economy model in collaboration with other organisations. And a lot more you can find out [here](#).

Bike for Good is Glasgow's go-to community cycling organisation and one of the largest ones in the UK. We're ready to develop our most innovative solutions for the Scottish (UCI 2023, Cop26) and the UK national level!

With the upswing in interest in cycling and the growth of the cycle industry, we have a fantastic opportunity for our social enterprise to grow its profit to deliver more social impact outcomes, whether as a customer or a beneficiary user. Exciting times!

"You do not need to be a cyclist to ride a bike"

Peter Walker, Bike Nation

We look forward to meeting candidates who are up for the unique and important challenge of taking Bike for Good forward at what is an exciting time for the organisation and the cycling community in the UK.



About Us

Bike For Good is a cycling charity based in Scotland, **our mission is:**

We enable people to ride a bike. We believe that cycling is the most effective and sustainable form of transport; we believe it enhances our chances for a healthy life and environment.

Founded in 2010, Bike For Good sells and services refurbished bikes runs maintenance classes, provides cycle training, and delivers community programmes, changing lives for the better through cycling. Bike For Good welcomes new or existing cyclists to engage with their cycling community hubs. Beneficiaries include bike lovers, curious commuters, those with physical and mental health conditions, young people, refugees and asylum seekers, and those who have never cycled before in their lives.

The organisation's funding comes from the sale, donations and grants.

The Bike For Good team comprises cycling enthusiasts, professional bike mechanics, and a dedicated delivery team working with various community centres.

More information: <https://www.bikeforgood.org.uk/>



Vision

“A healthy and inclusive environment where everyone in the community benefits from more people cycling”

Mission

“We enable people to ride a bike. We believe that cycling is the most effective and sustainable form of transport; we believe it enhances our chances for a healthy life and environment.”

Values

Passionate

We are passionate about cycling as a tool for positive change.

Supportive

We work at the heart of communities, empowering people and building partnerships. To make this happen, we nurture a collaborative work environment.

Expertise

We continuously develop our skills and share them with our volunteers and staff throughout the community.

Environmentally aware

We protect and preserve the environment for the benefit of all.

Strategic Themes

- People - Invest in our teams (volunteer and staff)
- Finance - Establish a financially robust Social Enterprise
- Users and customers - Deliver outstanding service
- Impact - Embed better ways to monitor and report

Job Description

Job Title - Active Travel Coordinator

Salary - Band 1 £22,927.78 per annum

Location Glasgow area / hybrid

Contract Fixed Term until 31st March 25 - 37.5 hours per week

Purpose

The Active Travel Events Officer will plan and oversee the successful delivery of events promoting sustainable travel.

The post holder will directly support the Active Travel Team, and they will also engage with community groups and minority groups. They will plan specific key events to engage the local community and promote cycling. Developing strong partnerships with individuals, and community-based services are key to this role. The type of events will include, but are not limited to film nights, jumble sales, marketing stalls, led-rides stopping for coffee and cake, speaker events, and family cycle sessions.

Key Responsibilities

Deliver the main milestones contained within the Active Travel Team plan. These include organising events, supporting steering group meetings, liaison with a wide range of stakeholders, communications, and learning and evaluation activities.

Develop and maintain excellent working relationships with all relevant organisations, employers, local authorities, and community projects

Support the development and implementation of the Active Travel Team communications and marketing strategies that promote awareness of the project.

Perform all research and administrative work required to develop and deliver the events for the Active Travel Team.

Undertake any duties that may reasonably be required

Develop and maintain working relationships with partners and stakeholders.

Maintain health and safety standards including risk assessments for all planned activities.

Any other relevant activity as required.

Person Specification

Essential:

- Experience working with a wide variety of people at all levels within an organisation
- Experience of working in the field of sustainable transport and its promotion
- Experience of working with the business community
- Attention to detail and high standard of accuracy
- Experience of prioritising work and referring enquiries on to other staff when necessary
- Knowledge of current good practices in Equal Opportunities/Diversity and experience in incorporating this into project design and delivery
- Excellent written, spoken and presentational skills
- Professional and patient
- Ability to manage multiple tasks
- Able to set own priorities and deliver within agreed timescales
- Ability to work as part of project partnership and contribute effectively in a team
- Flexible in terms of travel and working hours including weekend and evening work

Desirable

- Experience managing budgets
- Experience of marketing services with a strong social impact
- Experience of social impact monitoring
- Driving Licence
- Experience in planning and facilitating a range of events, including meetings, community events, training events, conferences, networking events
- Keen cyclist
- Experience working in or with Local Authorities, NHS, private, third and the voluntary sector

the job description is current at the date of issue, however, is subject to updates and changes throughout the recruitment process and beyond.



Bike for Good Benefits, Reward and Recognition Provisions.

Pension Scheme	Eligible employees are automatically enrolled in Nest's Bike for Good Pension scheme within three months from their start date. At present, Bike for Good contributes 3%, with employees contributing 5% (less tax relief)
Stress Counselling Helpline	Confidential service is provided by a team of Counsellors who are qualified and experienced in assessing work-related problems.
Annual Holiday	37 days per leave (pro rata for part-time staff)
Enhanced Sick and absence pay	Company paid sickness absence in accordance with the Absence from Work Policy.
Enhanced Jury Service	Full salary paid during Jury service minus deductions for expenses received from the court.

Bike Purchase / Cycle to Work Scheme	<input checked="" type="checkbox"/>
Staff Discounts on Cycling Goods and Services	<input checked="" type="checkbox"/>
Flexible working Practices	<input checked="" type="checkbox"/>
Long service recognition - 5, 10 and 20 years	<input checked="" type="checkbox"/>

Staff Survey Have your say in the quarter and annual anonymous staff surveys.

How to Apply

Please complete our [online equal opportunities form](#)

And fill in the attached application form and return it to:

laura.ferguson@bikeforgood.org.uk

Please state the job title in the subject line.

DEADLINE: Sunday 12th May midnight

If you require further information or a confidential discussion, please contact us.

Bike for Good is committed to ensuring that people under-represented in cycling are supported and encouraged at every step in their cycling journey. To achieve this, we want to build an inclusive and representative community, both within our organisation and in the communities we work. As an organisation, we are committed to attracting, developing and retaining the best people for Bike for Good and the communities we serve. Everyone will be respected and valued for their contributions.

We encourage people that identify with a marginalised background to apply for our roles. However, all applications are welcome and will be treated fairly and equally. Please contact us if you need additional support or information to aid your application.

You can read more about our work to increase diversity and inclusion in cycling here on our website: <https://www.bikeforgood.org.uk/about-us/equality-diversity-and-inclusion/>

Bike for Good are a Disability Confident and Real Living Wage Employer.

